

EXPENSE REPORTS	2
Entering Expense Reports.....	2
CREATE Expense Report from Blank	2
Create an Expense Report as a Delegate	19
Verify/Change accounting detail for expense line(s)	31
Save Expense Report for Later	34
Finish and Submit	35
Duplicate Expense Reports.....	39
Copy Expense line(s) for an Expense Report	41
Create Multiple Expense Lines Using Quick-Fill.....	44
Delete Expense Lines for an Expense Report	49
Add an expense line to an Expense Report	51
Add an expense line with expense type amount limits exceeded	54
Change Default Accounting for an Expense Report	59
Copy an Expense Report / Start from Existing Report	64
Start Expense Report from a Travel Authorization	71
Add a Travel Authorization to an Existing Expense Report	76
Apply a Cash Advance	80
Modify an Expense Report	84
View Expense Reports	87
Print an Expense Report	98
Delete an Expense Report	101
TRAVEL AUTHORIZATIONS.....	104
Entering Travel Authorizations	104
CREATE Travel Authorization from Blank	104
Copy an Expense Line for a Travel Authorization	119
Create Expense Lines Using Quick-Fill.....	124
Save a Travel Authorization for Later	130
Delete expense line(s) for a Travel Authorization	132
Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)	134
Verify/Change Accounting Detail for Projected Expense Line(s)	139
Submit for Approval	142
Change Default Accounting for Travel Authorization	145
Copy a Travel Authorization	150
Modify a Travel Authorization	152
View Travel Authorization	155
Print a Travel Authorization	161
Delete a Travel Authorization.....	163
Cancel a Travel Authorization.....	166
CASH ADVANCES	169
CREATE Cash Advance (approved TA in VISION required).....	169
Modify Cash Advance	182
View Cash Advances	188
Print a Cash Advance	191
Delete a Cash Advance	194

EXPENSE REPORTS

Entering Expense Reports

CREATE Expense Report from Blank

The Basics:

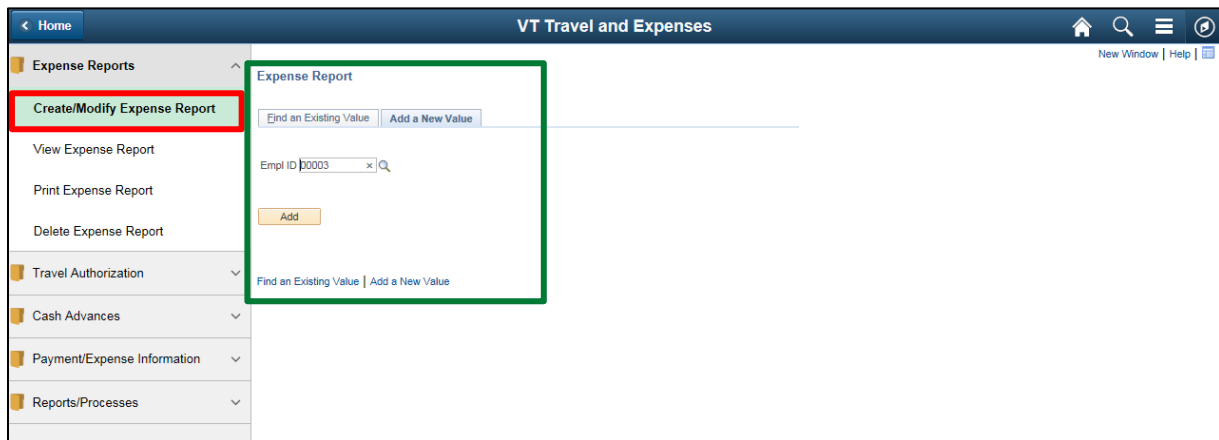
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.
5. **Timeliness** - All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.
6. **Taxable over 60 days** - Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form: <http://finance.vermont.gov/forms/vision>
7. **Receipts** - Receipts should be attached to the expense line. Refer to your department's policy regarding handling of receipts.
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

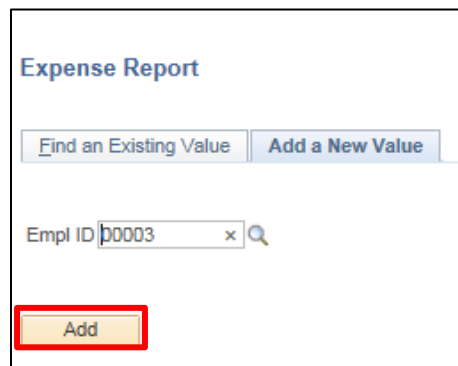
Situations when this function is used: Employee has incurred employment related expenses that need to be reimbursed to you.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click **Add**.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder:



Click **OK** to continue to the **Create Expense Report - Details** page.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description

*Payment Type

*Amount

*Currency

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description:

Reference:

Destination Location: bur

Quick Start: ...Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

*Date:

*Expense Type:

Description: 254 characters remaining

*Payment:

Expand All | Collapse All

Total: 0.00 USD

Entering a Destination Location is optional. It will automatically populate the Location field on each expense line for you.

Click the **Destination Location** look up  icon.

The **Look Up Destination Location** page displays.

Look Up Destination Location

SetID:

STATE:

Expense Location: begins with

Description: begins with bur

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Expense Location	Description
BURKE	BURKE VT
BRLGT	BURLINGTON VT

Select the **Expense Location** link.

The **Create Expense Report - Details** page displays the Destination Location selected.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Quick Start: ...Populate From

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

*Date:

*Expense Type:

Description: 254 characters remaining

*Payment Type:

*Amount: 0.00

*Currency: USD

Expand All | Collapse All

Total: 0.00 USD

Enter a short, meaningful description for the trip into the **Description** field.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Destination Location
BURLINGTON VT

Quick Start
...Populate From
GO

Expenses

Expand All | Collapse All
Add: | My Wallet (0) | Quick-Fill

Date
12/03/2018

*Expense Type

Description
254 characters remaining

*Payment Type

*Amount
0.00

*Currency
USD

Expand All | Collapse All

Total
0.00
USD

Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **Note: This date cannot be in the future.**

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Destination Location
BURLINGTON VT

Quick Start
...Populate From
GO

Expenses

Expand All | Collapse All
Add: | My Wallet (0) | Quick-Fill

Date
12/03/2018

*Expense Type

Description
254 characters remaining

*Payment Type

*Amount
0.00

*Currency
USD

Expand All | Collapse All

Total
0.00
USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Quick Start: ...Populate From

GO

Attachments

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date: 12/03/2018

*Expense Type: **IN MILES - FULL**

Description: 254 characters remaining

*Payment Type:

*Amount: 0.00

*Currency: USD

Total: 0.00 USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. **Please note that all expenses for out of state travel should use the OUT expense type even for expenses incurred within Vermont.** Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected.

Create Expense Report

Colin Davidson

*Business Purpose: Meeting

*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Attachments

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date: 12/03/2018

*Expense Type: IN MILES - FULL

*Description: 254 characters remaining

*Payment Type: Employee

*Amount: 0.00

*Currency: USD

*Billing Type: Non-Taxabl

*Originating Location:

*Destination Location: BURLINGTON VT

*Miles: x 0.5450

Accounting Details

Default Rate

Non-Reimbursable

No Receipt

*Exchange Rate: 1.00000000

Base Currency Amount: 0.00

USD

Total: 0.00 USD

The Location automatically defaults from the Destination Location. Select a Destination Location on the line if a Destination Location was not defined or if it needs to be changed.

The Payment Type and Billing Type are set to default as:

- **Payment Type:** Employee
- **Billing Type:** Non-Taxable - Internal

Any expense that is over 60 days is considered taxable and is required to have a "Taxable" Billing Type. If the Date on any of the expense lines is over 60 days, the Billing Type will automatically update to "Taxable - Internal" when the expense report is saved for later or submitted for approval.

The following warning message displays if the Billing Type is updated on the expense report.

Message

Warning (22000,120)

One or more lines on this expense report is over 60 days old. The Billing Type has been updated to taxable.

OK

Click **OK** to continue.

Create Expense Report

Colin Davidson

Save for Later | Summary and Submit

Actions: Choose an Action GO

*Business Purpose: Meeting

*Report Description: Annual Meeting

Reference:

Destination Location: BURLINGTON VT

Attachments

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location:

*Destination Location: BURLINGTON VT

*Miles: x 0.5450

Accounting Details

*Exchange Rate: 1.00000000

Base Currency Amount: 0.00 USD

Default Rate: ☒ Non-Reimbursable: ☐ No Receipt: ☐

Total: 0.00 USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Actions: ...Choose an Action

Expenses ?

Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	0.00	USD
*Billing Type: Non-Taxabl... *Originating Location: mon <input type="text"/> <input type="button" value="Look Up"/>		<input checked="" type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="button" value="Refresh"/> <input type="button" value="Download"/>			
*Destination Location: BURLINGTON VT <input type="text"/> <input type="button" value="Look Up"/>		<input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD			
*Miles: <input type="text"/> x 0.5450		<input type="checkbox"/> No Receipt			
<input type="button" value="Accounting Details"/> ?					

Expand All | Collapse All Total: 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Actions: ...Choose an Action

Expenses ?

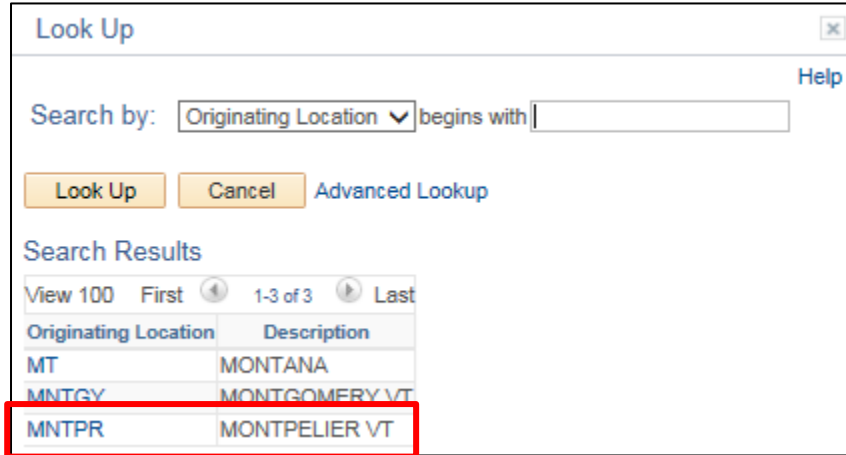
Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	0.00	USD
*Billing Type: Non-Taxabl... *Originating Location: mon <input type="text"/> <input type="button" value="Look Up"/>		<input checked="" type="checkbox"/> Default Rate *Exchange Rate: 1.00000000 <input type="button" value="Refresh"/> <input type="button" value="Download"/>			
*Destination Location: BURLINGTON VT <input type="text"/> <input type="button" value="Look Up"/>		<input type="checkbox"/> Non-Reimbursable Base Currency Amount: 0.00 USD			
*Miles: <input type="text"/> x 0.5450		<input type="checkbox"/> No Receipt			
<input type="button" value="Accounting Details"/> ?					

Expand All | Collapse All Total: 0.00 USD

Click the **Originating Location** look up icon.

The **Look Up** page displays the locations that match your criteria.



Look Up

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

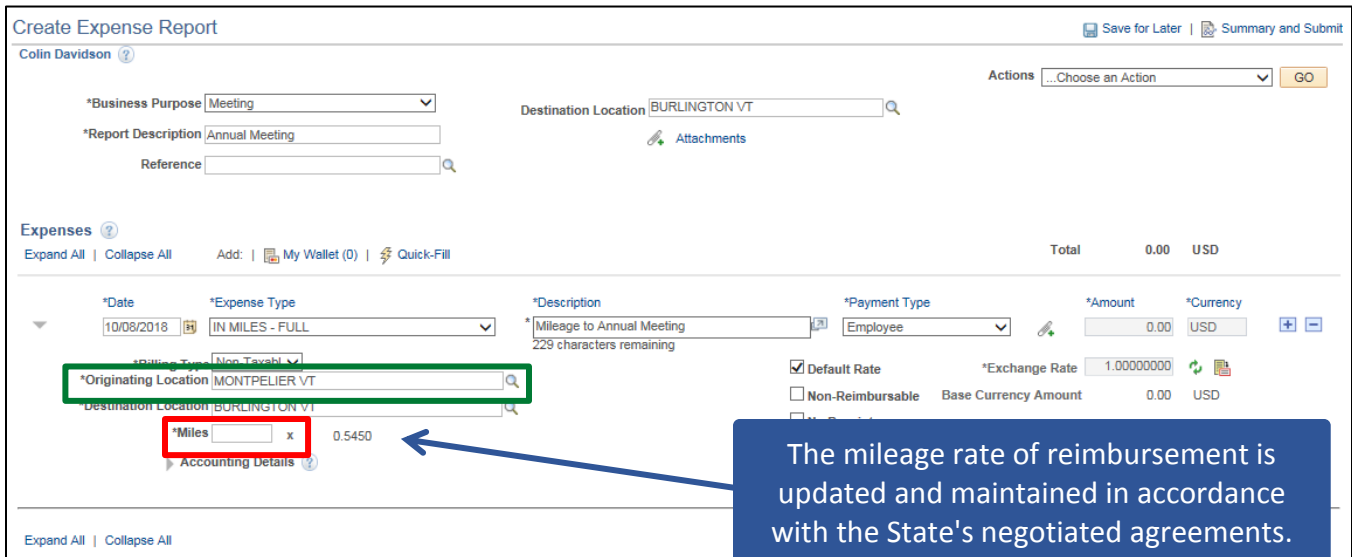
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected.



Create Expense Report

Colin Davidson

*Business Purpose: Meeting Destination Location: BURLINGTON VT

*Report Description: Annual Meeting

Reference:

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All Add: My Wallet (0) Quick-Fill Total: 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: 0.5450

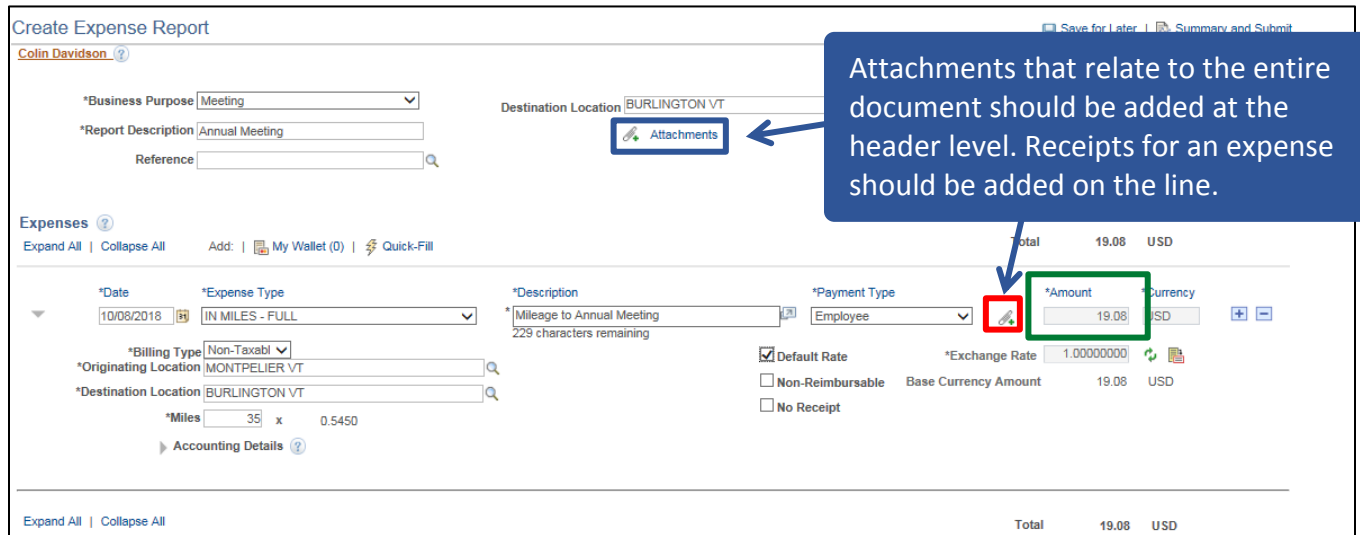
*Exchange Rate: 1.00000000

*Base Currency Amount: 0.00 USD


The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.

Enter the number of miles for the round trip into the **Miles** field.

The **Amount** automatically populates.

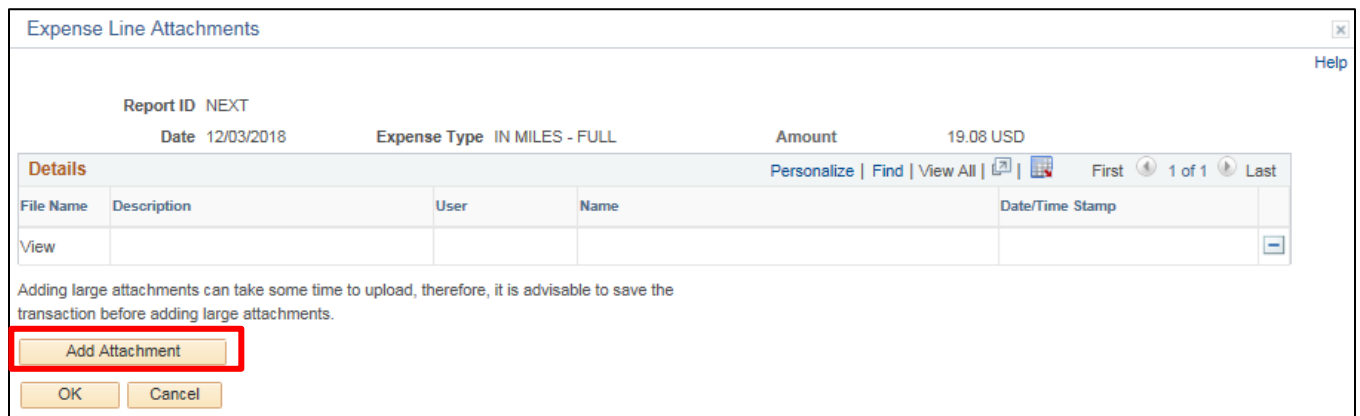


Attachments can be added to the expense report at the header or on the expense line.

Click the  icon on the line to attach a receipt for the expense.

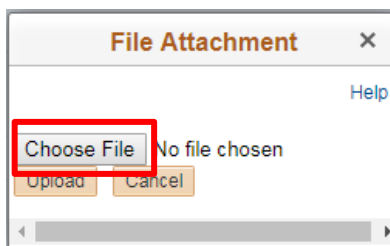
NOTE: Most expense types require a receipt. The exceptions are mileage, meals and per diems.

The **Expense Line Attachments** page displays.



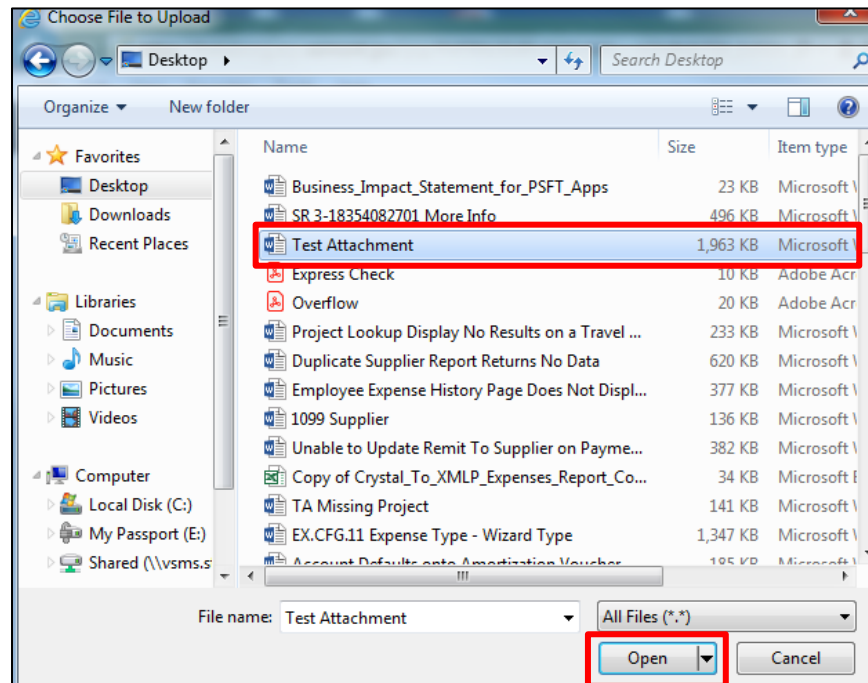
Click the **Add Attachment** button.

The **File Attachment** page displays.



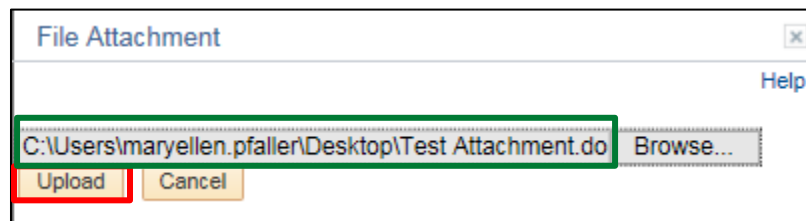
Click the **Choose File** button.

The **Choose File to Upload** window opens.



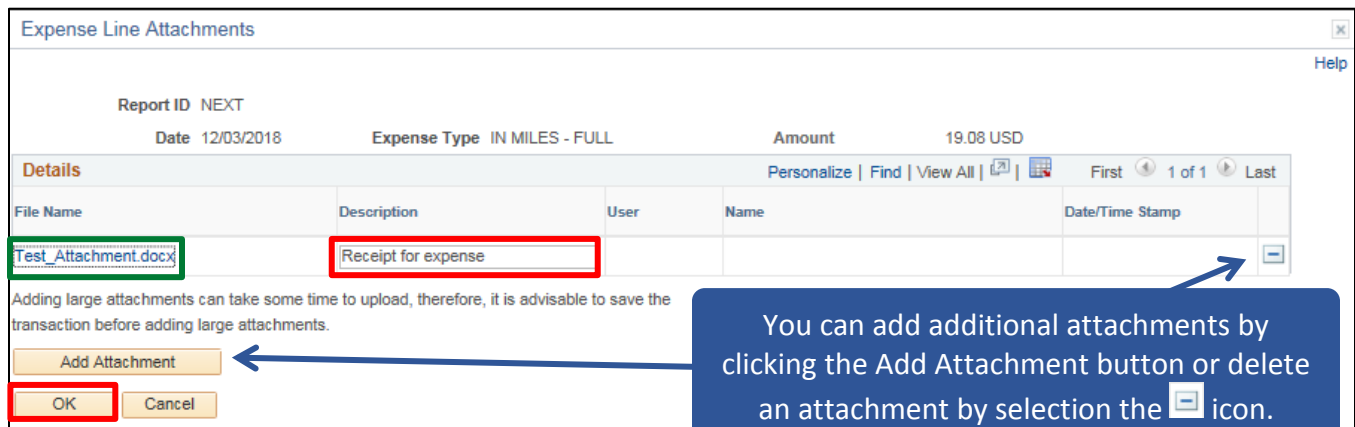
Select the file you want to attach and click **Open**.

The **File Attachment** page displays with the file path of the document.



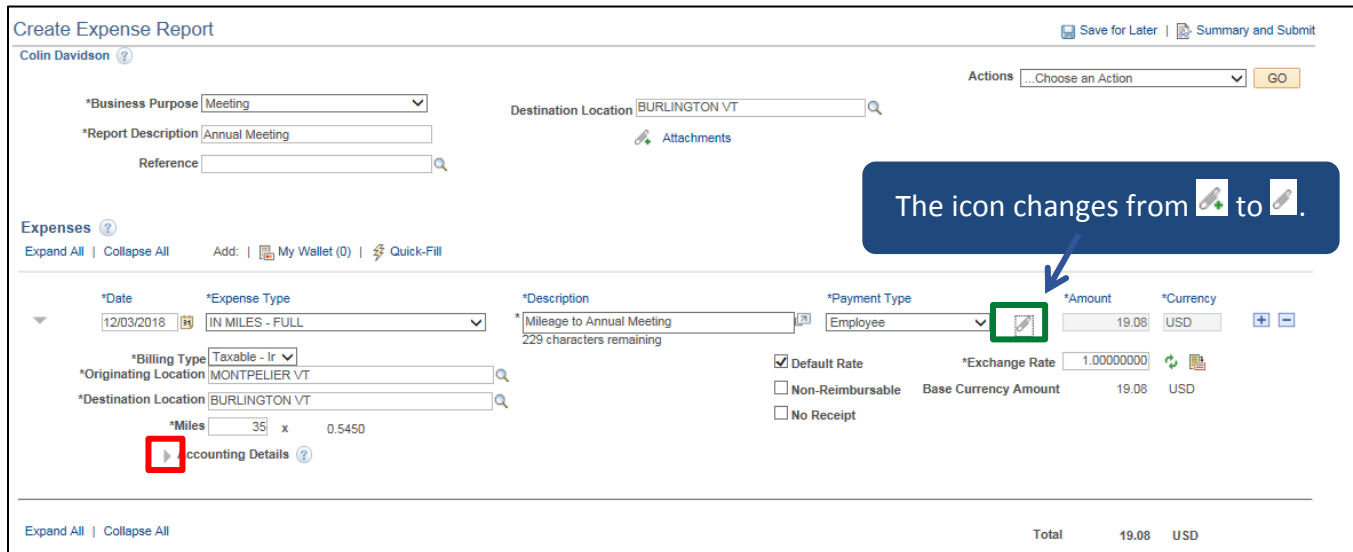
Click **Upload**.

The **Expense Line Attachments** page displays with the File Name as a link to the document.



Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Expense Report - Details** page displays. The Attachment icon is updated.



Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting ▼ Destination Location: BURLINGTON VT 🔍

*Report Description: Annual Meeting 🔍 Attachments

Reference: 🔍

Actions: ...Choose an Action GO

Expenses ?

Expand All | Collapse All Add: 👛 My Wallet (0) 🔍 Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018 📅	IN MILES - FULL ▼	Mileage to Annual Meeting 229 characters remaining	Employee 📄	19.08	USD + -

*Billing Type: Taxable - Ir ▼

*Originating Location: MONTPELIER VT 🔍

*Destination Location: BURLINGTON VT 🔍

*Miles: 35 x 0.5450

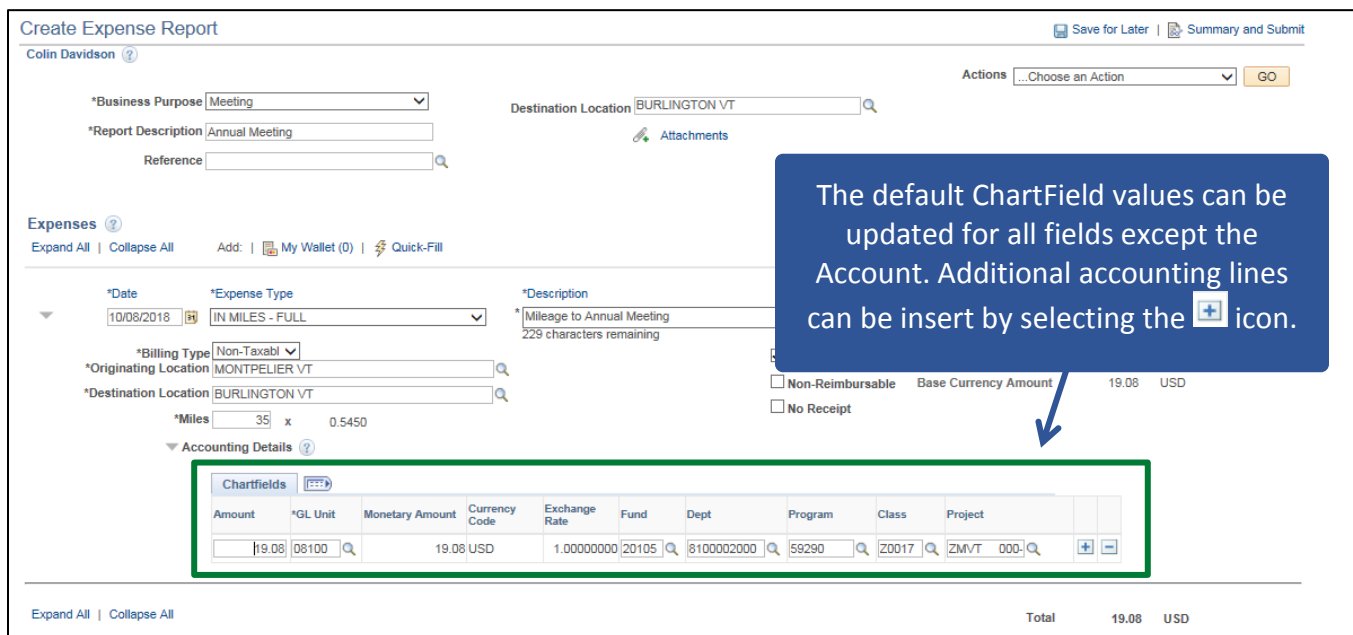
▶ Accounting Details ?

Expand All | Collapse All

Total 19.08 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▶ icon.

The Accounting Details section expands and the ChartFields for the line display.



Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting ▼ Destination Location: BURLINGTON VT 🔍

*Report Description: Annual Meeting 🔍 Attachments

Reference: 🔍

Actions: ...Choose an Action GO

Expenses ?

Expand All | Collapse All Add: 👛 My Wallet (0) 🔍 Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018 📅	IN MILES - FULL ▼	Mileage to Annual Meeting 229 characters remaining	Employee 📄	19.08	USD + -

*Billing Type: Non-Taxabl ▼

*Originating Location: MONTPELIER VT 🔍

*Destination Location: BURLINGTON VT 🔍

*Miles: 35 x 0.5450

Accounting Details ?

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project	
19.08	08100 🔍	19.08	USD	1.00000000	20105 🔍	8100002000 🔍	59290 🔍	Z0017 🔍	ZMVT 000 🔍	+ -

Expand All | Collapse All

Total 19.08 USD

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

Create Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

*Business Purpose

Meeting

Destination Location

BURLINGTON VT

*Report Description

Annual Meeting

Reference

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add

My Wallet (0)

Quick-Fill

Total 19.08 USD

*Date

10/08/2018

*Expense Type

IN MILES - FULL

*Description

Mileage to Annual Meeting

*Payment Type

Employee

*Amount

19.08

*Currency

USD

*Billing Type

Non-Taxabl

*Originating Location

MONTPELIER VT

*Destination Location

BURLINGTON VT

*Miles

35

x

0.5450

Accounting Details

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
	19.08	08100	19.08	USD	1.00000000	20105	8100002000

☒ Default Rate

*Exchange Rate

1.00000000

☐ Non-Reimbursable

Base Currency Amount

19.08 USD

☐ No Receipt

Additional expense lines can be inserted by selecting the  icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The **Create Expense Report - Submit** page displays.

Create Expense Report

[Save for Later](#)
[Expense Details](#)

Colin Davidson

*Business Purpose

Meeting

*Description

Annual Meeting

Reference

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

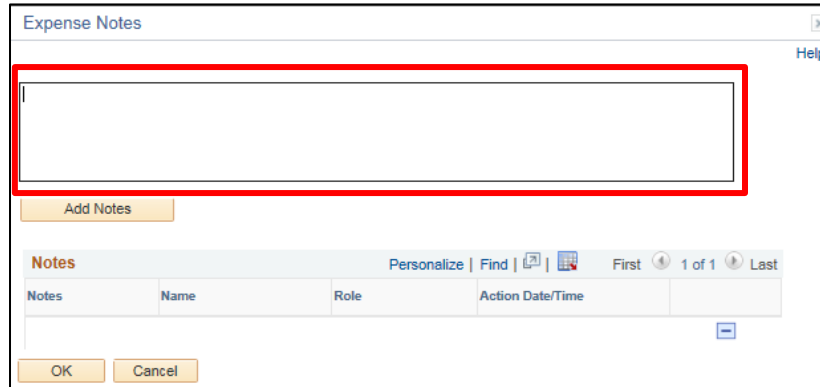
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Notes** link.

The Expense Notes page displays.



Expense Notes

Help

Add Notes

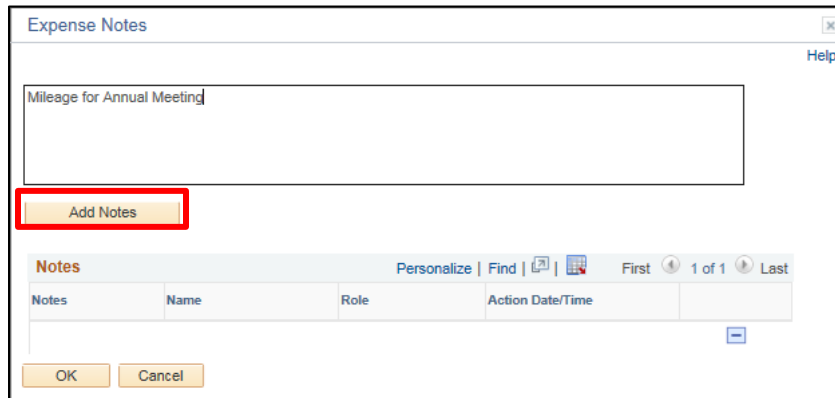
Notes

Personalize | Find | 1 of 1 | Last

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Enter **Comments**.



Expense Notes

Help

Mileage for Annual Meeting

Add Notes

Notes

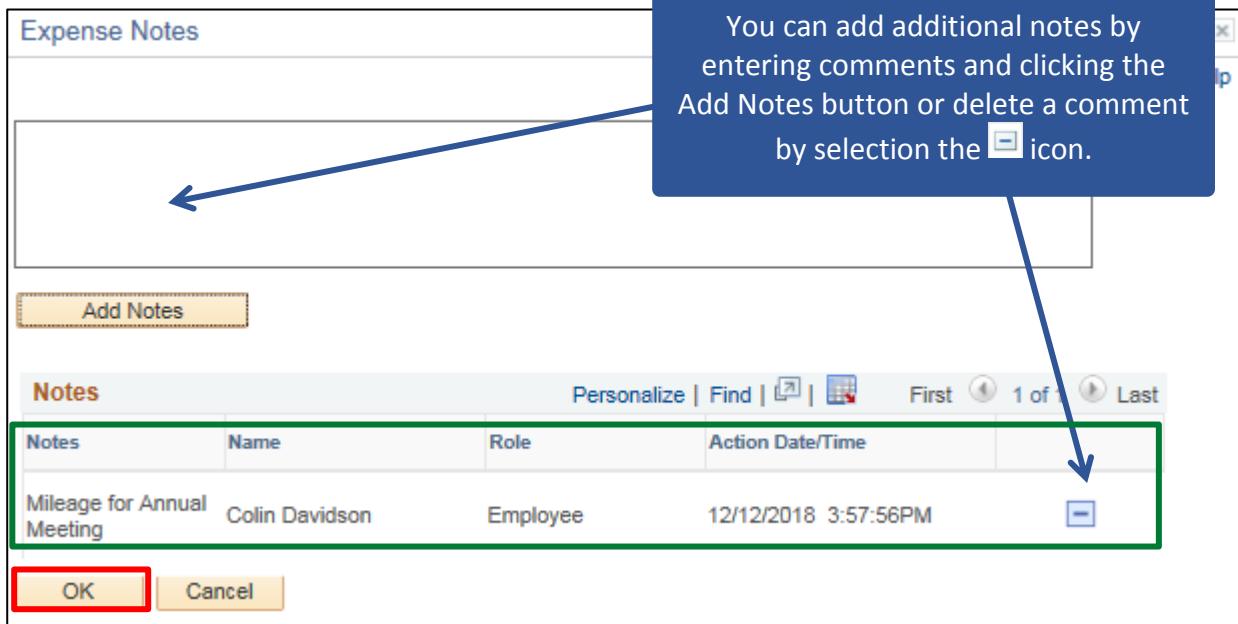
Personalize | Find | 1 of 1 | Last

Notes	Name	Role	Action Date/Time
-------	------	------	------------------

OK Cancel

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

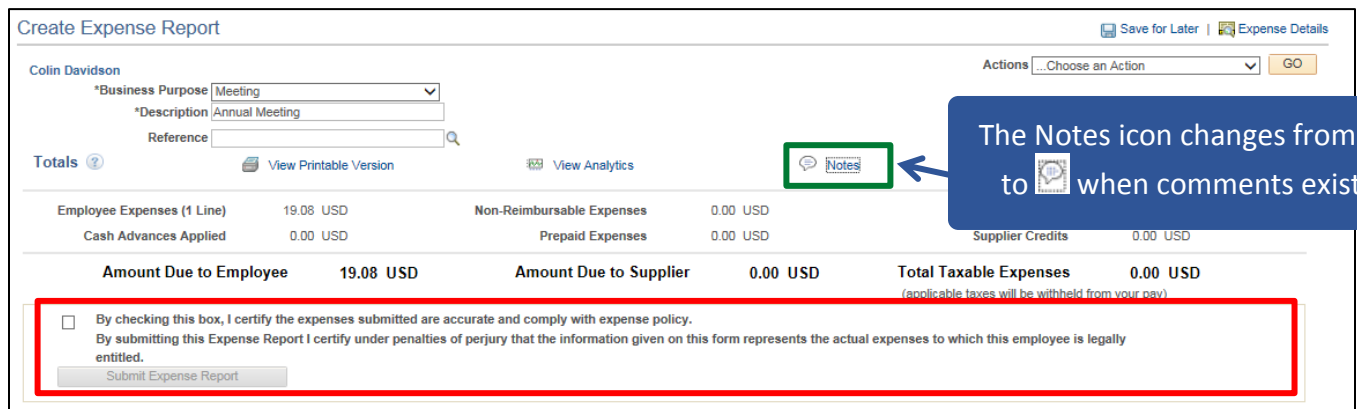


The Expense Notes dialog box is shown. It has a text area for notes at the top, an 'Add Notes' button below it, and a table of existing notes. A blue callout box points to the text area and the 'Add Notes' button, stating: 'You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the [trash icon] icon.' The table has columns: Notes, Name, Role, Action Date/Time, and a trash icon column. One note is listed: 'Mileage for Annual Meeting' by 'Colin Davidson' (Employee) on '12/12/2018 3:57:56PM'. The 'OK' button is highlighted with a red box.

Notes	Name	Role	Action Date/Time
Mileage for Annual Meeting	Colin Davidson	Employee	12/12/2018 3:57:56PM

Click the **OK** button.

The Create Expense Report – Submit page displays.



The 'Create Expense Report' page is shown. It includes fields for 'Business Purpose' (Meeting) and 'Description' (Annual Meeting). A 'Notes' icon is highlighted with a green box and a blue callout box stating: 'The Notes icon changes from [speech bubble icon] to [trash icon] when comments exist.' The page shows expense totals: Employee Expenses (19.08 USD), Cash Advances Applied (0.00 USD), Non-Reimbursable Expenses (0.00 USD), Prepaid Expenses (0.00 USD), and Supplier Credits (0.00 USD). The 'Amount Due to Employee' is 19.08 USD, and the 'Amount Due to Supplier' is 0.00 USD. The 'Total Taxable Expenses' are 0.00 USD. A red box highlights the certification section at the bottom, which includes a checkbox and the text: 'By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.' Below this is a 'Submit Expense Report' button.

Review the certification message and then select the **Certification** checkbox.

Create Expense Report
Save for Later Expense Details

Colin Davidson

*Business Purpose
Meeting

*Description
Annual Meeting

Reference

Actions
...Choose an Action
GO

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report - Submit Confirmation** page displays.

Expense Report Submit Confirm

Create Expense Report
Submit Confirmation
Colin Davidson

Totals

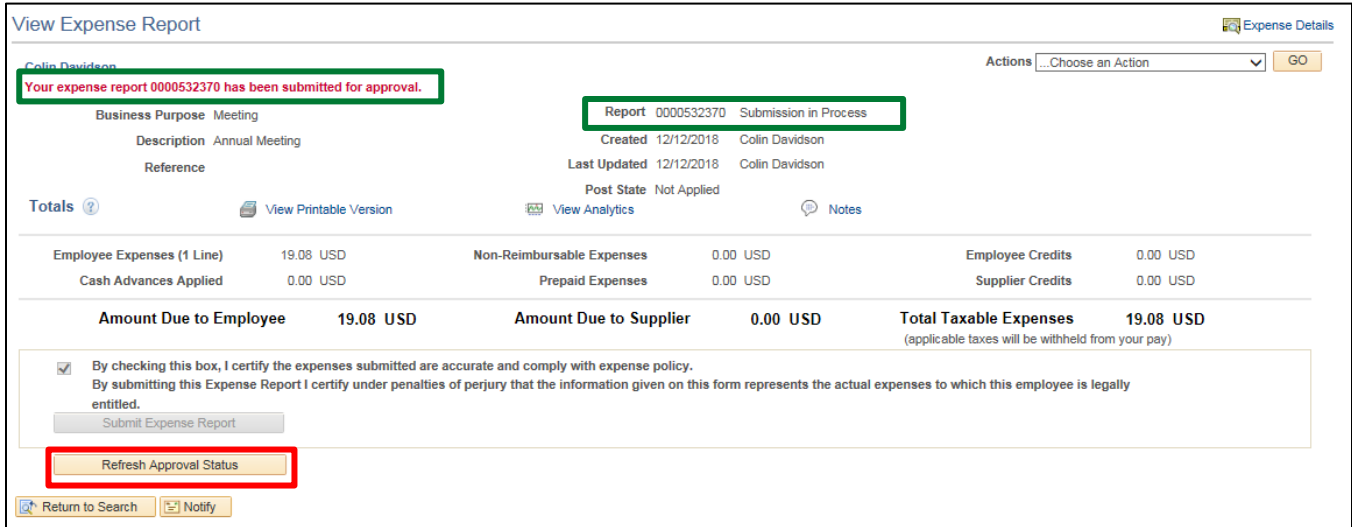
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Your expense report 0000532370 has been submitted for approval.

Report: 0000532370 Submission in Process

Created: 12/12/2018 Colin Davidson
Last Updated: 12/12/2018 Colin Davidson
Post State: Not Applied

Business Purpose: Meeting
Description: Annual Meeting
Reference:

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

(applicable taxes will be withheld from your pay)

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

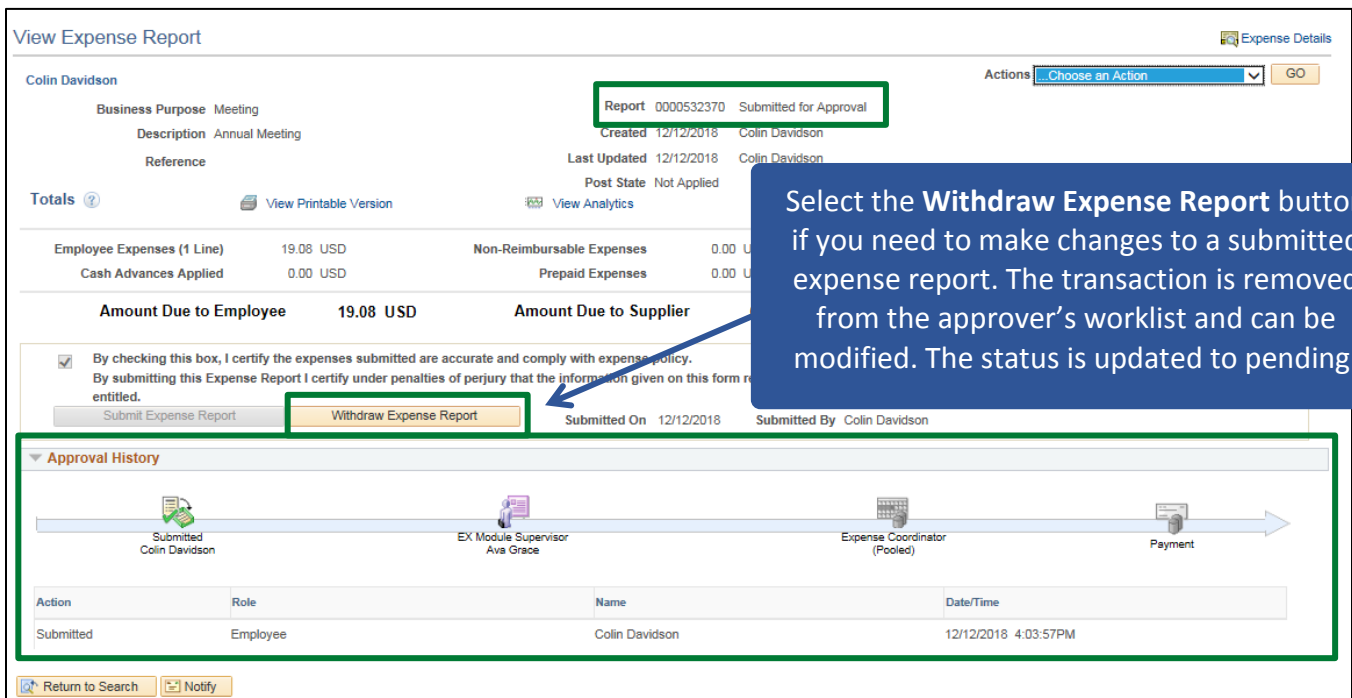
Submit Expense Report

Refresh Approval Status

Return to Search Notify

Click the **Refresh Approval Status** button.

The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Report: 0000532370 Submitted for Approval

Created: 12/12/2018 Colin Davidson
Last Updated: 12/12/2018 Colin Davidson
Post State: Not Applied

Business Purpose: Meeting
Description: Annual Meeting
Reference:

Totals View Printable Version View Analytics

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report Withdraw Expense Report

Submitted On: 12/12/2018 Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM

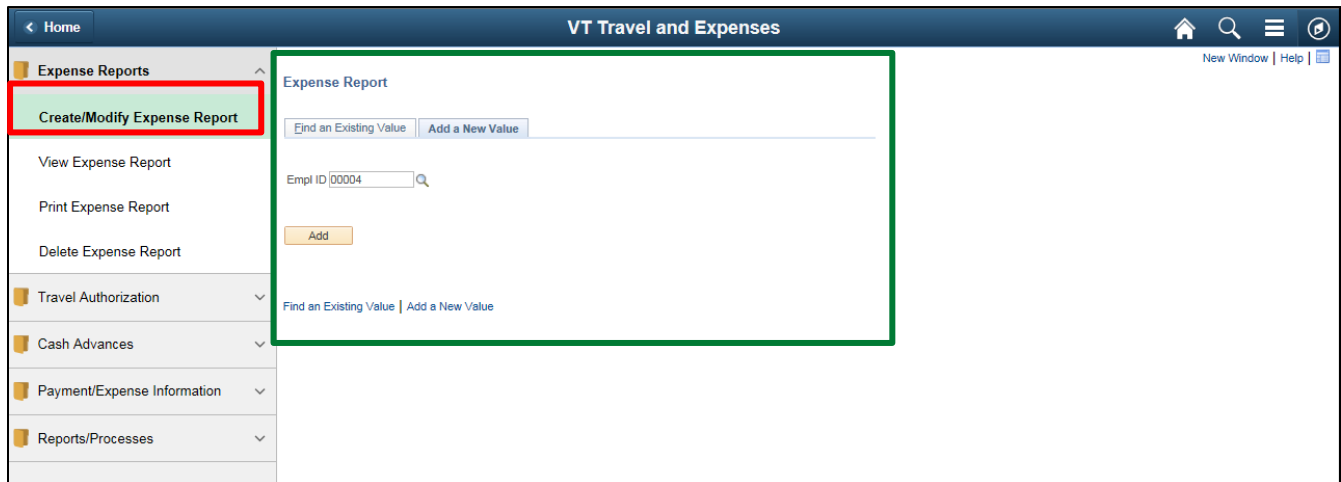
Return to Search Notify

Create an Expense Report as a Delegate

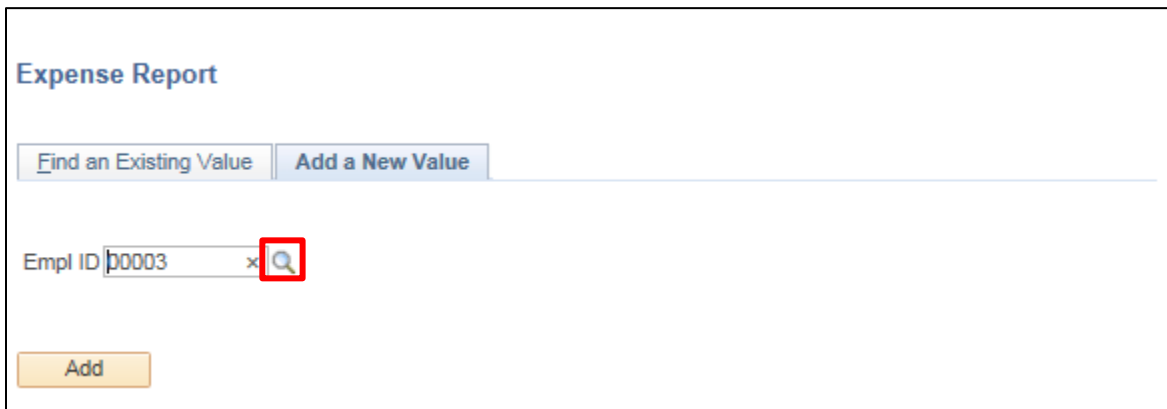
Situations when this function is used: You need to create an expense report on behalf of another employee.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

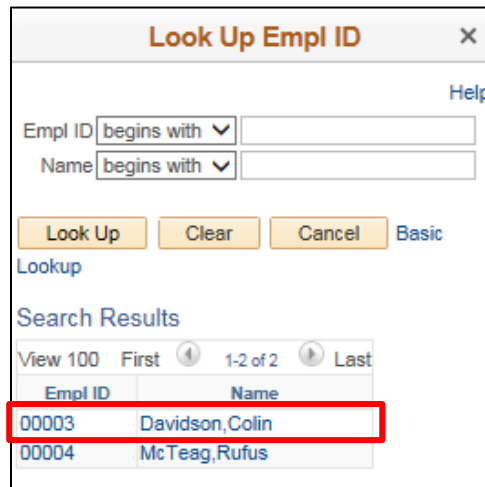


The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



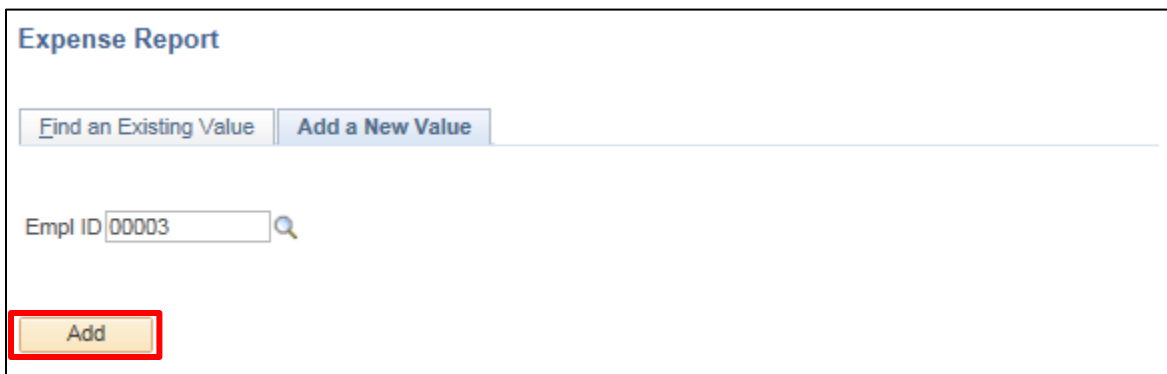
Select the **Empl ID** look up  icon.

The **Look Up Empl ID** page displays all of the employee IDs the delegate has authority to create expense transactions for.



Empl ID	Name
00003	Davidson, Colin
00004	McTeag, Rufus

Select the **Empl ID** link.



Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.



Click the **OK** button to continue to the Create Expense Report – Details page.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description 254 characters remaining

*Payment Type

*Amount

*Currency

Expand All | Collapse All

Total 0.00 USD

Click the drop-down arrow to choose the **Business Purpose**.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description 254 characters remaining

*Payment Type

*Amount

*Currency

Expand All | Collapse All

Total 0.00 USD

Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**. This location should be the furthest point travelled during the trip.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose

*Report Description

Reference

Destination Location

Quick Start

Attachments

Expenses ?

Expand All | Collapse All Add:

Total 0.00 USD

*Date

*Expense Type

Description 254 characters remaining

*Payment Type

*Amount

*Currency

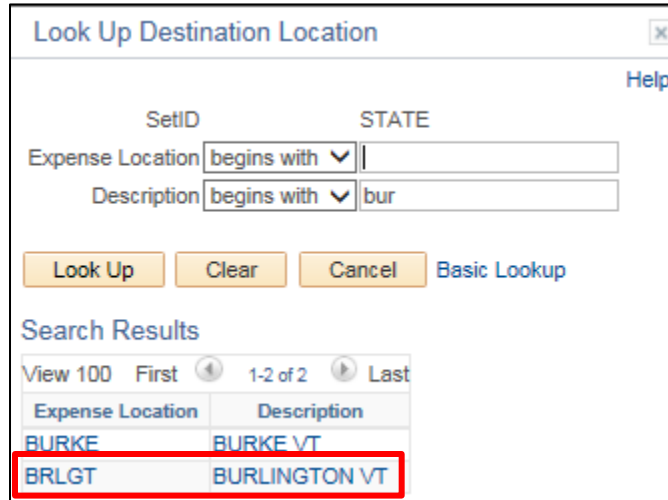
Expand All | Collapse All

Total 0.00 USD

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field and click the look up  icon.

The **Look Up Destination Location** page displays.

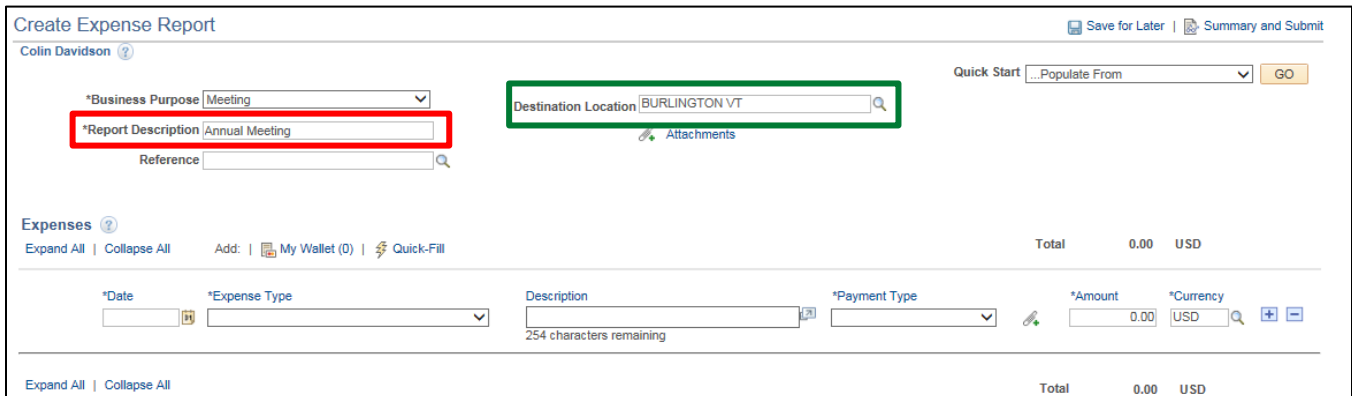


The "Look Up Destination Location" form includes fields for "SetID" and "STATE". Below these are two dropdown menus: "Expense Location" with the value "begins with" and "Description" with the value "begins with bur". There are buttons for "Look Up", "Clear", "Cancel", and a "Basic Lookup" link. The "Search Results" section shows a table with two rows: "BURKE" and "BURLINGTON VT". The second row is highlighted with a red box.

Expense Location	Description
BURKE	BURKE VT
BURLGT	BURLINGTON VT

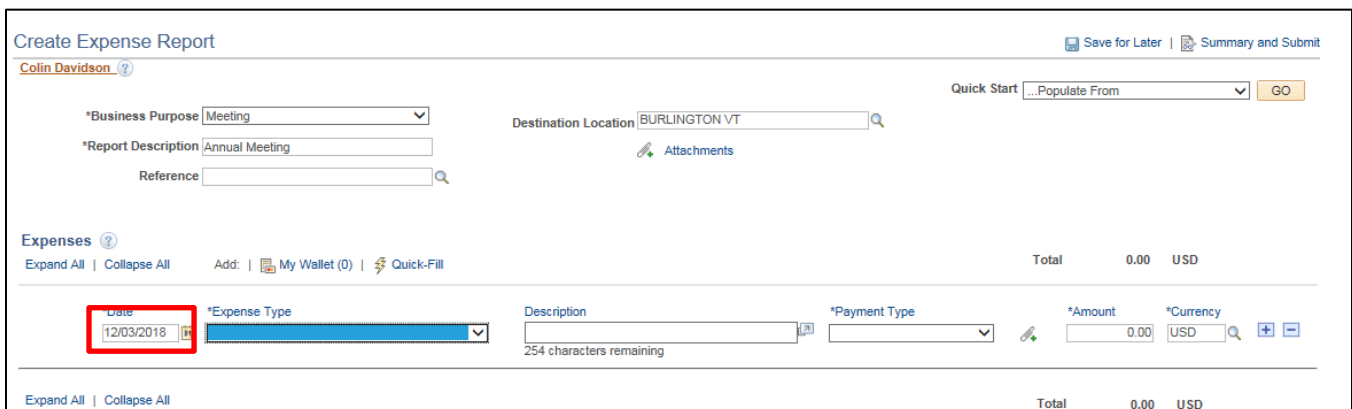
Select the **Expense Location** link.

The **Create Expense Report - Details** page displays the Destination Location selected.



The "Create Expense Report" form shows the "Destination Location" field populated with "BURLINGTON VT". The "Report Description" field is highlighted with a red box and contains "Annual Meeting". The "Expenses" section is collapsed, showing a total of 0.00 USD. The "Date" field is highlighted with a red box and contains "12/03/2018".

Enter a short, meaningful description for the trip into the **Description** field.



The "Create Expense Report" form shows the "Description" field populated with "Annual Meeting". The "Date" field is highlighted with a red box and contains "12/03/2018". The "Expenses" section is collapsed, showing a total of 0.00 USD.

Enter the **Date** of the expense by either typing a valid date or selecting the date using the calendar icon. **NOTE: This date cannot be in the future.**

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting Destination Location: BURLINGTON VT Quick Start: ...Populate From GO

*Report Description: Annual Meeting Attachments

Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018		254 characters remaining		0.00	USD

Expand All | Collapse All Total: 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting Destination Location: BURLINGTON VT Quick Start: ...Populate From GO

*Report Description: Annual Meeting Attachments

Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

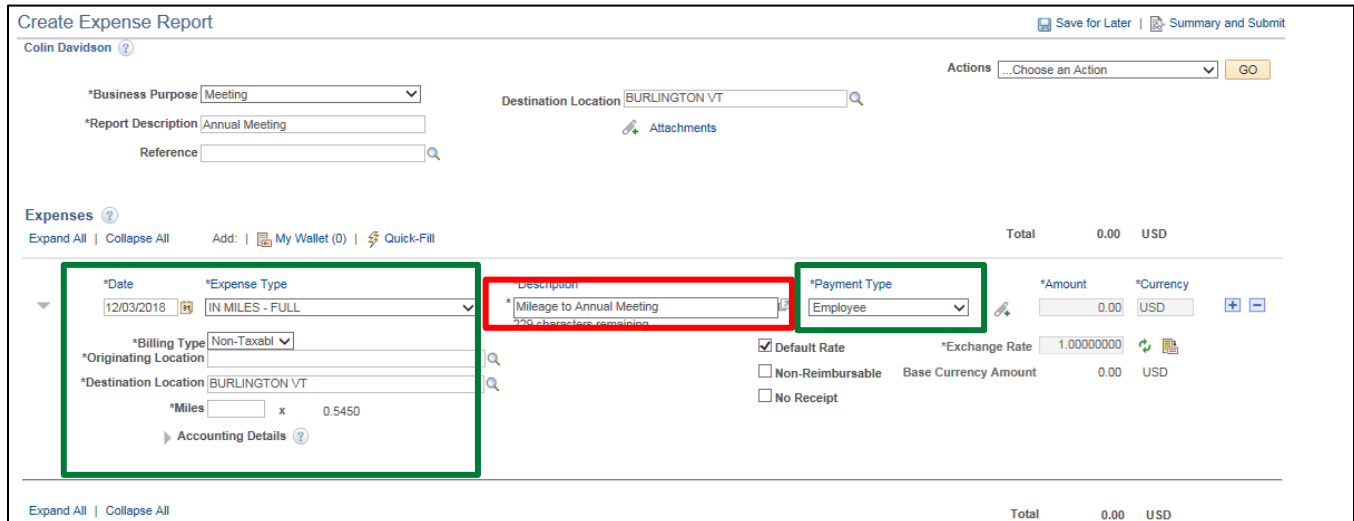
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/03/2018	<ul style="list-style-type: none"> Family Preservation Support Finger Printg & Background Cks Foster Parent Damage Claim Foster Parent Food Foster Parent Recruitment Foster Parent Reward-Recognitn Foster Parent Support Misc Foster Parent Training GASOLINE IN AIR TRANSP IN BREAKFAST IN COMMUTER MILE IN CONF/TRAIN REGIST IN DINNER IN INCIDENTALS IN LODGING IN LUNCH IN RIDE/LEADAPT VAN IN MILES - FULL IN MILES - LESS THAN 50 MI IN TRANSPORT OTHER IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50+ MI LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL 	254 characters remaining		0.00	USD

Expand All | Collapse All Total: 0.00 USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated. The displayed fields vary depending on the expense type selected. Payment Type is 'Employee' and Billing Type is 'Non-Taxable – Internal'.



Create Expense Report

Colin Davidson

Actions: ...Choose an Action **GO**

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

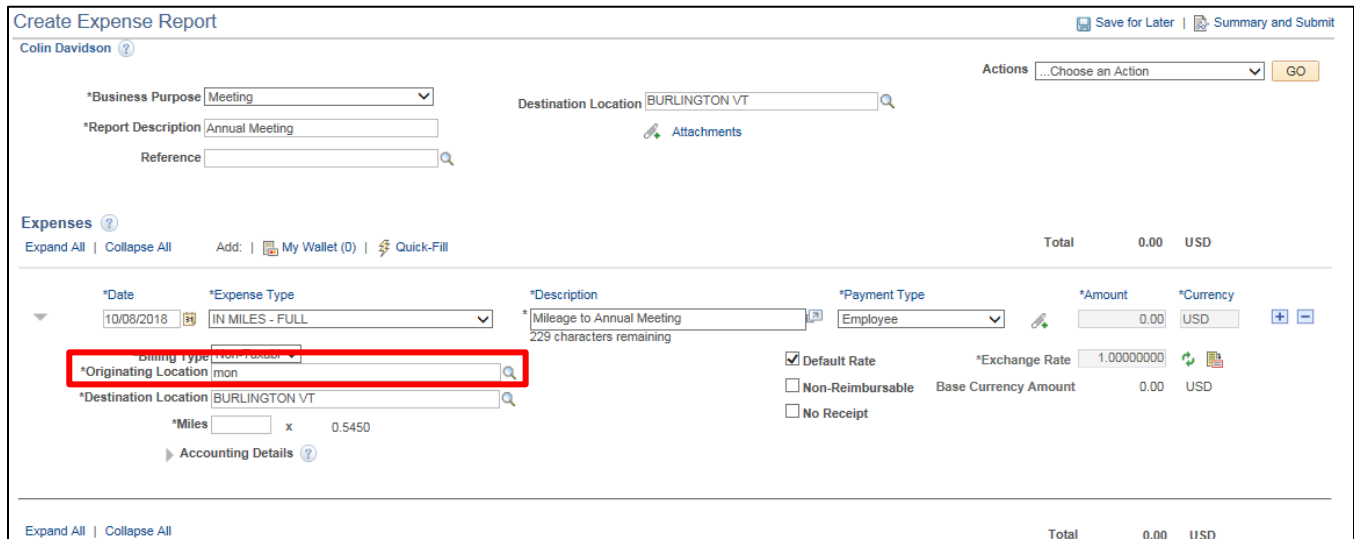
*Billing Type: Non-Taxabl
 *Originating Location:
 *Destination Location: BURLINGTON VT
 *Miles: x 0.5450
 Accounting Details

Default Rate ☒
 Non-Reimbursable ☐
 No Receipt ☐

*Exchange Rate: 1.00000000
 Base Currency Amount: 0.00 USD

Total: 0.00 USD

Enter an explanation of the expense in the **Description** field on the line. If there were locations travelled to along the way, those can be indicated here.



Create Expense Report

Colin Davidson

Actions: ...Choose an Action **GO**

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Attachments

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill


*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Billing Type: Non-Taxabl
 *Originating Location: mon
 *Destination Location: BURLINGTON VT
 *Miles: x 0.5450
 Accounting Details

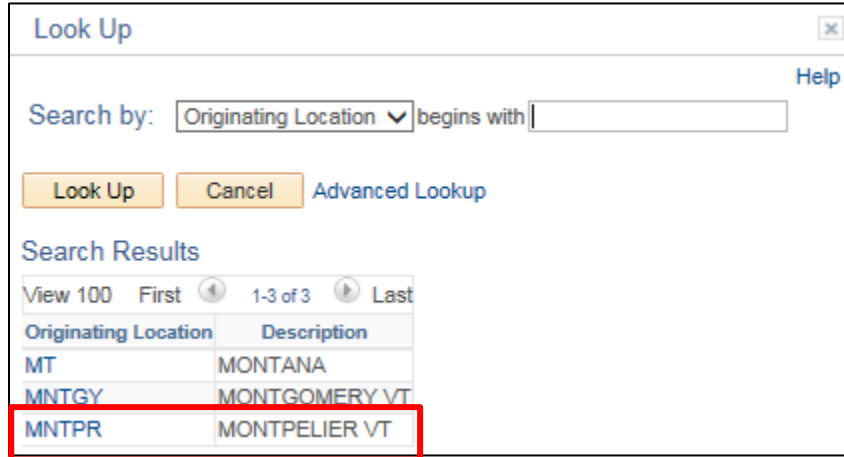
Default Rate ☒
 Non-Reimbursable ☐
 No Receipt ☐

*Exchange Rate: 1.00000000
 Base Currency Amount: 0.00 USD

Total: 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field and click look up  icon.

The **Look Up** page displays the locations that match your criteria.



Look Up [X] [Help](#)

Search by: **Originating Location** begins with

Look Up **Cancel** [Advanced Lookup](#)

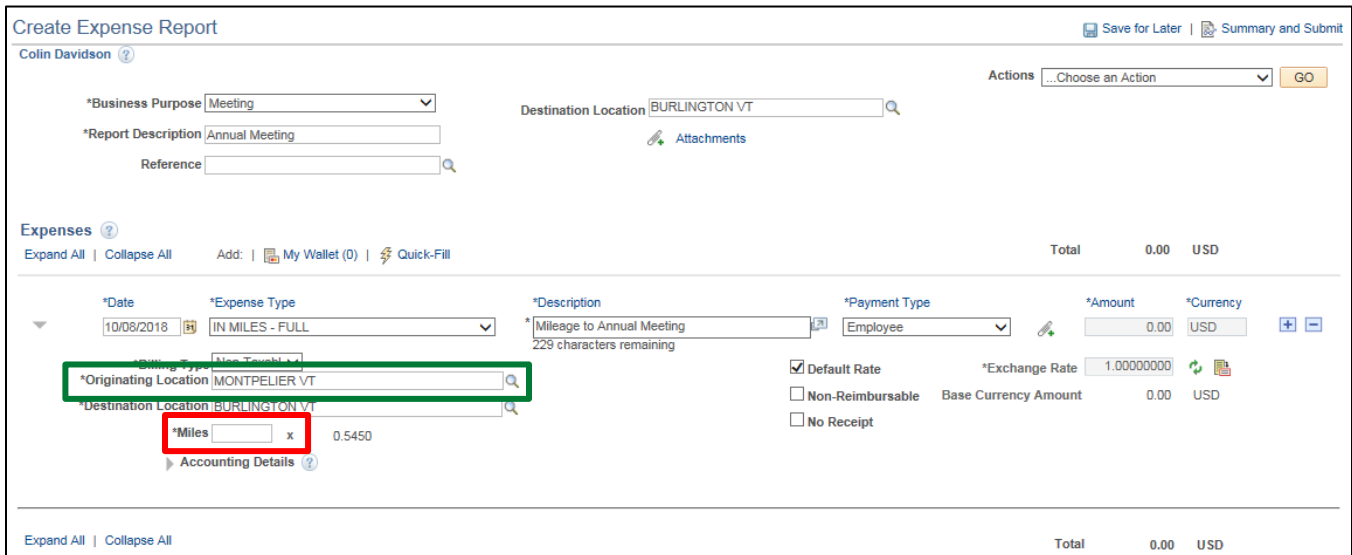
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Expense - Details** page displays the Originating Location selected.



Create Expense Report [Save for Later](#) [Summary and Submit](#)

Colin Davidson ?

*Business Purpose: Meeting Destination Location: BURLINGTON VT

*Report Description: Annual Meeting

Reference:

Actions: ...Choose an Action **GO**

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting	Employee	0.00	USD

*Originating Location: MONTPELIER VT

*Destination Location: BURLINGTON VT

*Miles: x 0.5450

Accounting Details ?

Base Currency Amount 0.00 USD

Total 0.00 USD

Enter the number of miles for the round trip into the **Miles** field.

The Amount automatically populates.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting Destination Location: BURLINGTON VT Actions: ...Choose an Action GO

*Report Description: Annual Meeting Attachments

Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Taxable - Ir *Exchange Rate: 1.00000000

*Originating Location: MONTPELIER VT Base Currency Amount: 19.08 USD

*Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details ?

Expand All | Collapse All Total: 19.08 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines ▶ icon.

The **Accounting Details** section expands and the ChartFields for the line display.

Create Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting Destination Location: BURLINGTON VT Actions: ...Choose an Action GO

*Report Description: Annual Meeting Attachments

Reference:

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Non-Taxabl *Exchange Rate: 1.00000000

*Originating Location: MONTPELIER VT Base Currency Amount: 19.08 USD

*Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

Accounting Details ?

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
	19.08	08100	19.08 USD		1.00000000	20105	8100002000	56290	Z0017	ZM/VT 000-

Expand All | Collapse All Total: 19.08 USD

The default ChartField values can be updated for all fields except the Account. Additional accounting lines can be insert by selecting the + icon.

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.

Create Expense Report [Save for Later](#) [Summary and Submit](#)

Colin Davidson [?](#)

*Business Purpose: Destination Location: [Attachments](#)

*Report Description: Reference:

Actions: [GO](#)

Expenses [?](#)

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Total: 19.08 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD


*Billing Type: *Originating Location: *Destination Location:

*Miles: x

Accounting Details [?](#)

Chartfields	Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept
	19.08	08100	19.08	USD	1.00000000	20105	8100002000

[Expand All](#) | [Collapse All](#)

Additional expense lines can be insert by selecting the  icon. Select the appropriate expense type and enter the details for the expense line.

Click the **Summary and Submit** link.

The Create Expense Report – Submit page displays.

Create Expense Report [Save for Later](#) [Expense Details](#)

Colin Davidson [?](#)

*Business Purpose: *Description: Reference:

Totals [?](#) [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

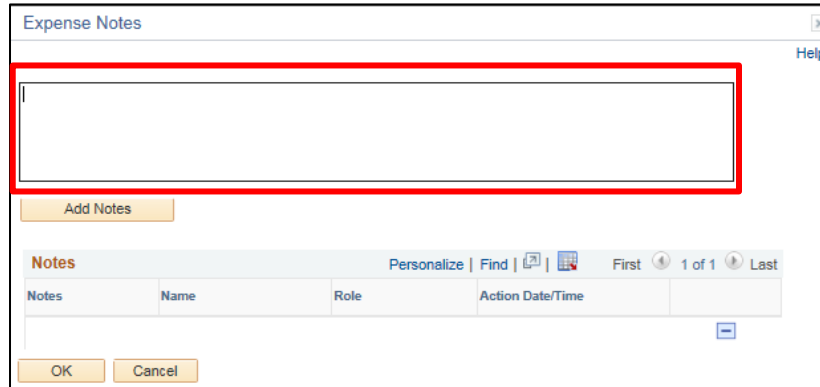
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

[Submit Expense Report](#)

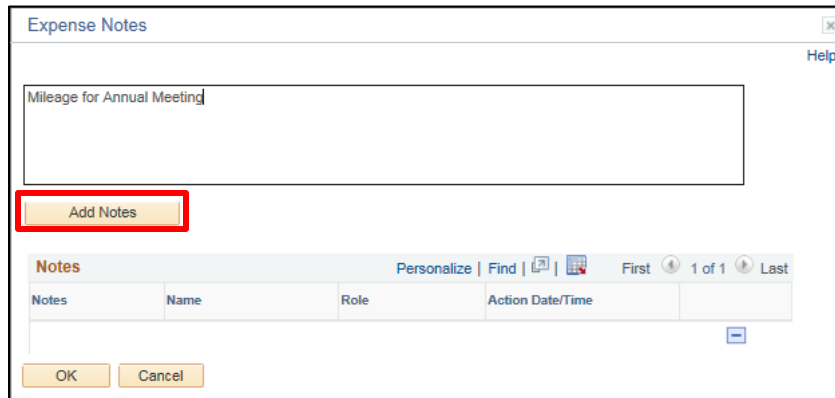
Click the **Notes** link.

The Expense Notes page displays.



The screenshot shows the 'Expense Notes' window. At the top is a title bar with 'Expense Notes' and a close button. Below the title bar is a large text area for entering notes, which is highlighted with a red rectangle. To the right of the text area is a 'Help' link. Below the text area is an 'Add Notes' button. Below the button is a table with the following columns: 'Notes', 'Name', 'Role', 'Action Date/Time', and a blank column. The table is currently empty. At the bottom of the window are 'OK' and 'Cancel' buttons.

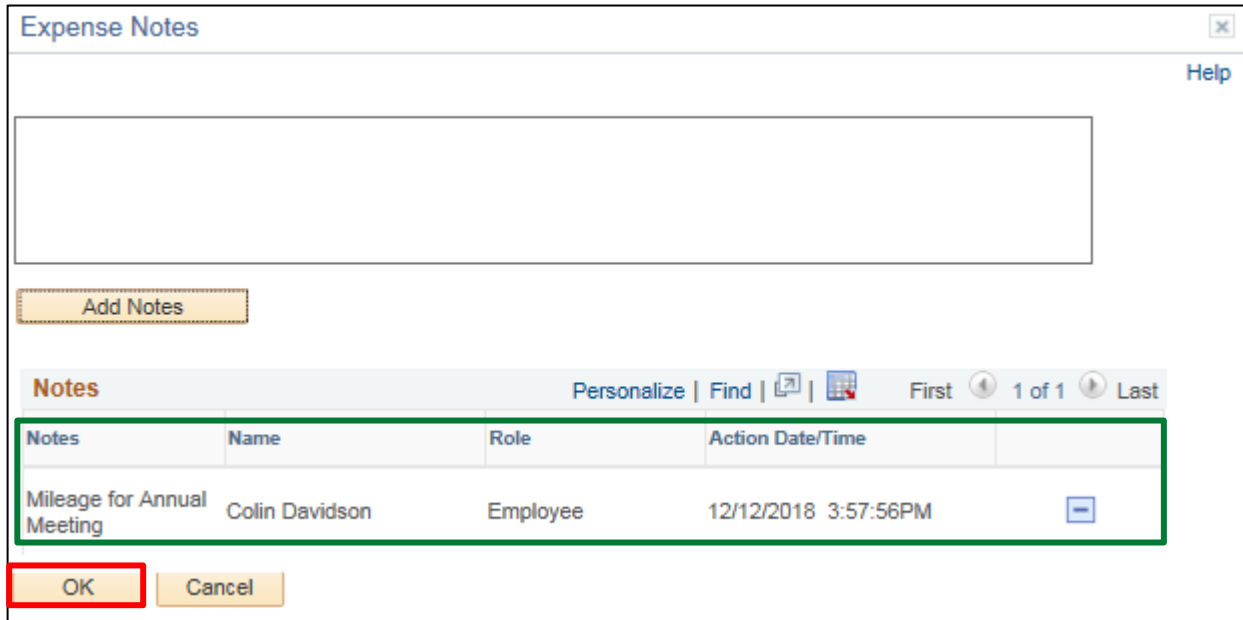
Enter **Notes**.



The screenshot shows the 'Expense Notes' window with the text 'Mileage for Annual Meeting' entered in the text area. The 'Add Notes' button is highlighted with a red rectangle. The table below the button is still empty. The 'OK' and 'Cancel' buttons are at the bottom.

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

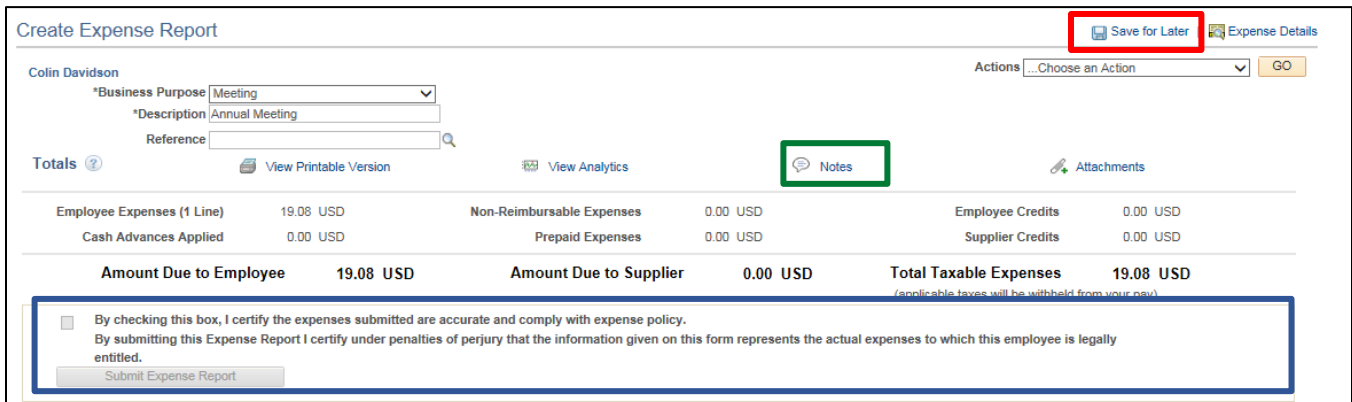


The Expense Notes dialog box contains a large text area for notes, an "Add Notes" button, and a table of existing notes. The table has columns for Notes, Name, Role, and Action Date/Time. A single note is listed: "Mileage for Annual Meeting" by Colin Davidson, Employee, dated 12/12/2018 3:57:56PM. At the bottom are "OK" and "Cancel" buttons.

Notes	Name	Role	Action Date/Time
Mileage for Annual Meeting	Colin Davidson	Employee	12/12/2018 3:57:56PM

Click the **OK** button.

The **Create Expense Report - Submit** page displays and the Notes icon is updated.



The "Create Expense Report" page shows details for Colin Davidson. It includes fields for Business Purpose (Meeting), Description (Annual Meeting), and a Reference field. A "Save for Later" link is highlighted in red. Below the form is a table of expenses and a "Notes" icon highlighted in green. At the bottom, a certification checkbox and a "Submit Expense Report" button are highlighted in blue.

Totals		View Analytics		Attachments	
Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy. By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

NOTE: The **Certification** checkbox and Submit **Expense Report** button are disabled. A delegate is authorized to create an expense transaction on behalf of another employee, but you cannot submit the transaction. Contact Finops if you need authorization to submit on behalf of another employee.

Click the **Save for Later** link.

The **Modify Expense Report - Submit** page displays. The Report ID is assigned, and the Status is 'Pending'.

Modify Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

*Business Purpose
Meeting

*Description
Annual Meeting

Reference

Report 0000532371 Pending

Actions
...Choose an Action
GO

Totals
View Printable Version
View Analytics
Notes
Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

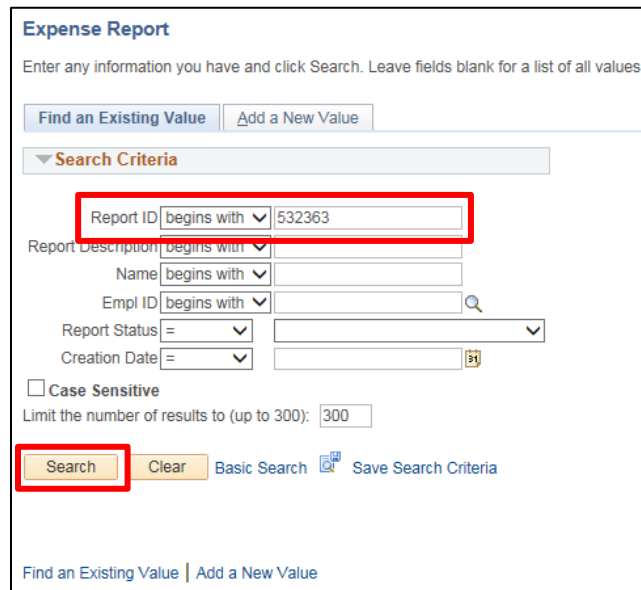
Verify/Change accounting detail for expense line(s)

Situations when this function is used: While creating an expense report, you can review the accounting details (Chartfields) for each expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes

WorkCenter Navigation: Home page > TE tile > Expense Reports > Create/Modify Expense Report

Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Enter Expense Report ID and click [Search](#).



Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Report ID begins with 532363

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

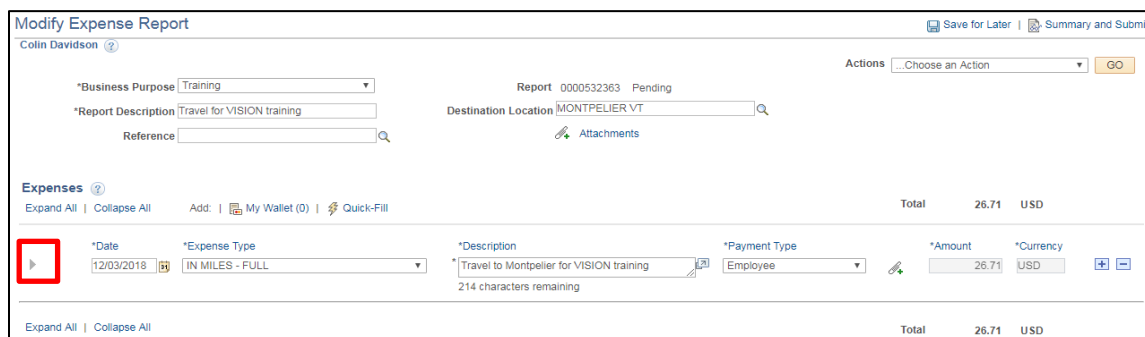
☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click [Expand Section](#) to expand the accounting lines.



Modify Expense Report

Colin Davidson

*Business Purpose Training

*Report Description Travel for VISION training

Reference

Report 0000532363 Pending

Destination Location MONTPELIER VT

Attachments

Actions Choose an Action GO

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Travel to Montpelier for VISION training	Employee	26.71	USD

214 characters remaining

Expand All Collapse All

Total 26.71 USD

Click the [Accounting Details](#) to expand the accounting lines. The accounting detail link is located at the bottom of each Expense line

Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Report
0000532365
Pending

Destination Location
BURLINGTON VT

Attachments

Actions
Choose an Action
GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total
87.20
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

234 characters remaining

*Billing Type
Non-Taxabl

*Originating Location
MONTPELIER VT

*Destination Location
BURLINGTON VT

*Miles
40
x
0.5450

Accounting Details



☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
21.80
USD

Lines can be added by clicking the  Add button and can be deleted by clicking the  Minus button.

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total
87.20
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

234 characters remaining

*Billing Type
Non-Taxabl

*Originating Location
MONTPELIER VT

*Destination Location
BURLINGTON VT

*Miles
40
x
0.5450

Accounting Details

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
21.80
USD

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
21.80	06100	21.80	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000

Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Report
0000532365 Pending

Destination Location
BURLINGTON VT

Attachments

Actions
Choose an Action
GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

*Date
12/10/2018

*Expense Type
IN MILES - FULL

*Description
Travel to Burlington

*Payment Type
Employee

*Amount
21.80

*Currency
USD

*Billing Type
Non-Taxable

*Originating Location
MONTPELIER VT

*Destination Location
BURLINGTON VT

*Miles
40 x 0.5450

*Exchange Rate
1.00000000

*Base Currency Amount
21.80 USD

*Default Rate
☒

*Non-Reimbursable
☐

*No Receipt
☐

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
21.80	08100	21.80 USD	1.00000000	20105	8100002000	59290	20017	ZMVT	000
	08100	USD	1.00000000	20105	8100002000	59290	20017	ZMVT	000

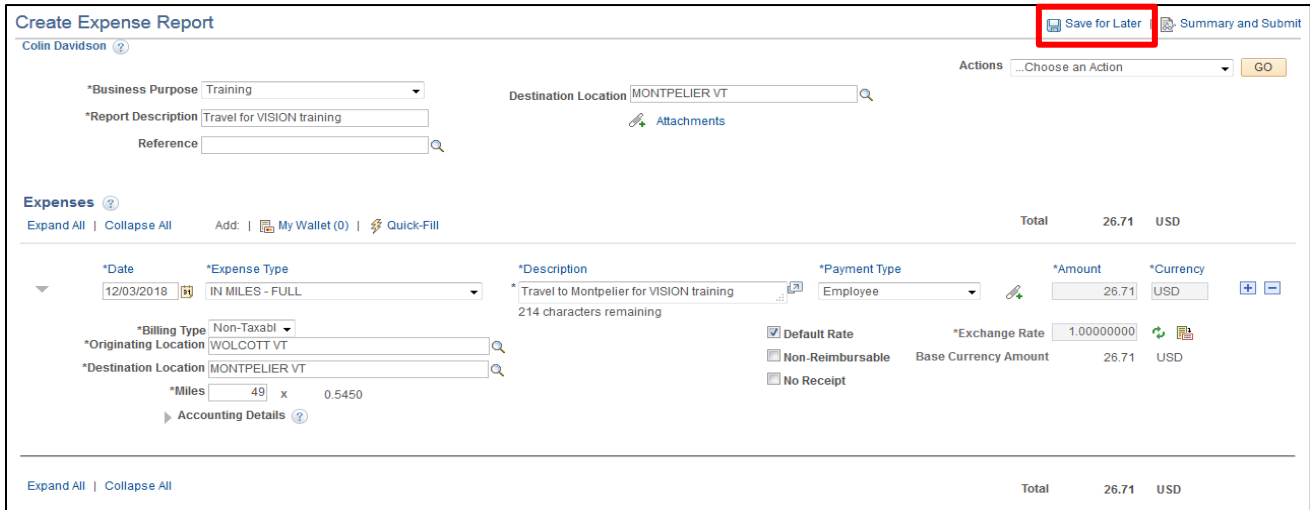
Note: The account code and GL Unit should never be changed.

Save Expense Report for Later

Situations when this function is used: When entering expense reports, it is important to **save often**. We recommend saving after every few lines to avoid losing any work.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Create Expense Report

Colin Davidson

*Business Purpose: Training

*Report Description: Travel for VISION training

Reference:

Destination Location: MONTPELIER VT

Attachments

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	*Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

*Billing Type: Non-Taxabl

*Originating Location: WOLCOTT VT

*Destination Location: MONTPELIER VT

*Miles: 49 x 0.5450

Accounting Details

*Exchange Rate: 1.00000000

Base Currency Amount: 26.71 USD

Default Rate

Non-Reimbursable

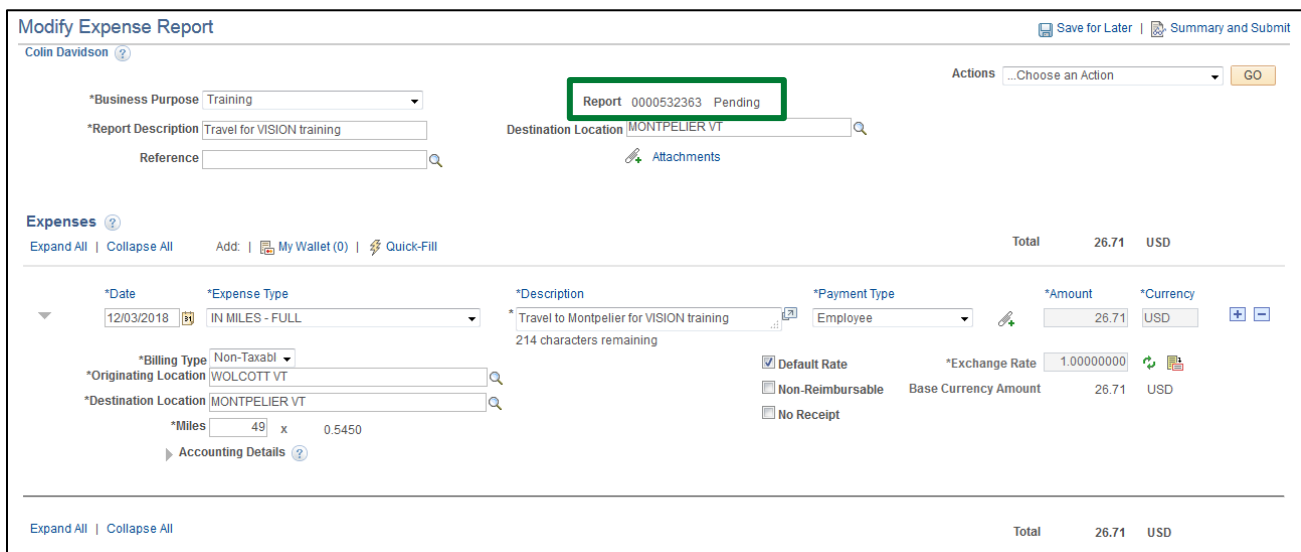
No Receipt

Expand All | Collapse All

Total: 26.71 USD

While working in an expense report you can save it to come back to later at any time by clicking on the **Save for Later** link.

The **Modify Expense Report - Details** page displays. The Report ID is assigned, and the Status is 'Pending'.



Modify Expense Report

Colin Davidson

*Business Purpose: Training

*Report Description: Travel for VISION training

Reference:

Destination Location: MONTPELIER VT

Attachments

Actions: ...Choose an Action GO

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	*Travel to Montpelier for VISION training 214 characters remaining	Employee	26.71	USD

*Billing Type: Non-Taxabl

*Originating Location: WOLCOTT VT

*Destination Location: MONTPELIER VT

*Miles: 49 x 0.5450

Accounting Details

*Exchange Rate: 1.00000000

Base Currency Amount: 26.71 USD

Default Rate

Non-Reimbursable

No Receipt

Expand All | Collapse All

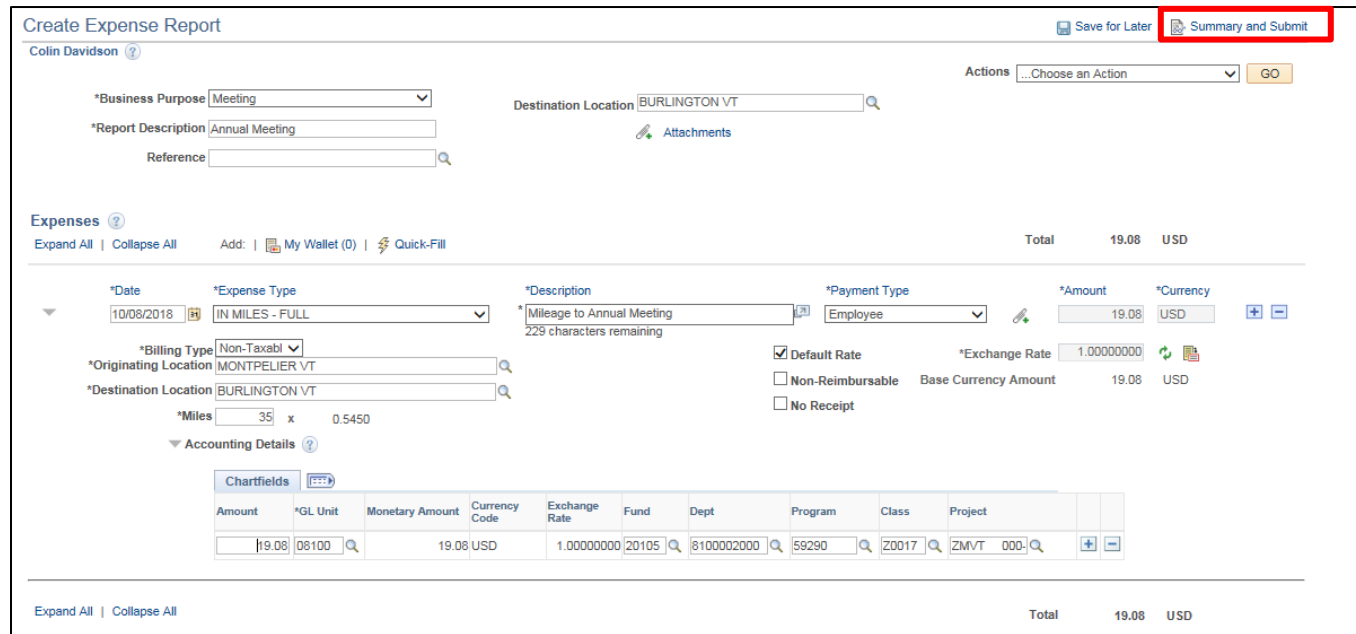
Total: 26.71 USD

Finish and Submit

Situations when this function is used: After all the expense lines, receipts and notes have been added and the accounting information is verified the expense report is ready to be submitted for approval.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Create Expense Report Save for Later **Summary and Submit**

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Actions: ...Choose an Action **GO**

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
10/08/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Non-Taxable
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT

*Miles: 35 x 0.5450

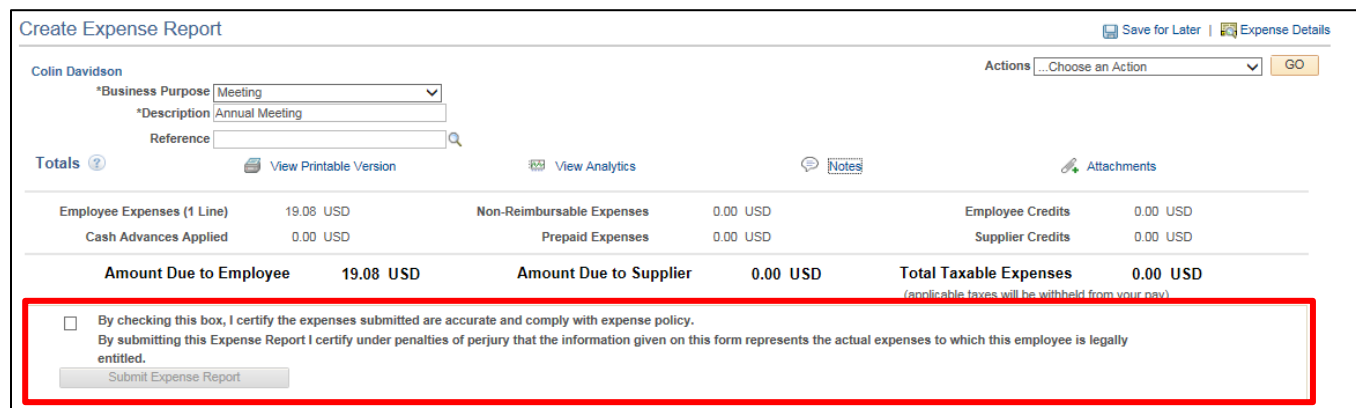
Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project
19.08	08100	19.08 USD		1.00000000	20105	8100002000	59290	20017	ZMVT 000

Expand All | Collapse All **Total 19.08 USD**

Click the **Summary and Submit** link.

The **Create Expense Report - Submit** page displays. **NOTE: The Modify Expense Report – Submit page displays if you previously clicked the Save for Later link.**



Create Expense Report Save for Later Expense Details

Colin Davidson

*Business Purpose: Meeting
 *Description: Annual Meeting
 Reference:

Actions: ...Choose an Action **GO**

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Review the certification message and select the **Certification** checkbox.

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

*Business Purpose

Meeting

*Description

Annual Meeting

Reference

Actions

...Choose an Action

GO

Totals

View Printable Version

View Analytics

Notes

Attachments

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report - Submit Confirmation** page displays.

Expense Report Submit Confirm

[Help](#)

Create Expense Report

Submit Confirmation

Colin Davidson

Totals

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Expense Report
Expense Details

Colin Davidson
Your expense report 0000532370 has been submitted for approval.
Report 0000532370 Submission in Process
Created 12/12/2018 Colin Davidson
Last Updated 12/12/2018 Colin Davidson
Post State Not Applied

Totals
View Printable Version
View Analytics
Notes

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	19.08 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	19.08 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report
Refresh Approval Status

Return to Search
Notify

Click the **Refresh Approval Status** button.

The expense report has been routed to the supervisor for approval. The Withdraw Expense Report button displays and is enabled. The Approval History section displays the approval path for the expense report, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Expense Report

Expense Details

Colin Davidson

Report 0000532370 Submitted for Approval

Created 12/12/2018 Colin Davidson

Last Updated 12/12/2018 Colin Davidson

Post State Not Applied

Totals

View Printable Version

View Analytics

Employee Expenses (1 Line)	19.08 USD	Non-Reimbursable Expenses	0.00
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00
Amount Due to Employee	19.08 USD	Amount Due to Supplier	

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form is true and correct.

Submit Expense Report

Withdraw Expense Report

Submitted On 12/12/2018

Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/12/2018 4:03:57PM

Return to Search

Notify

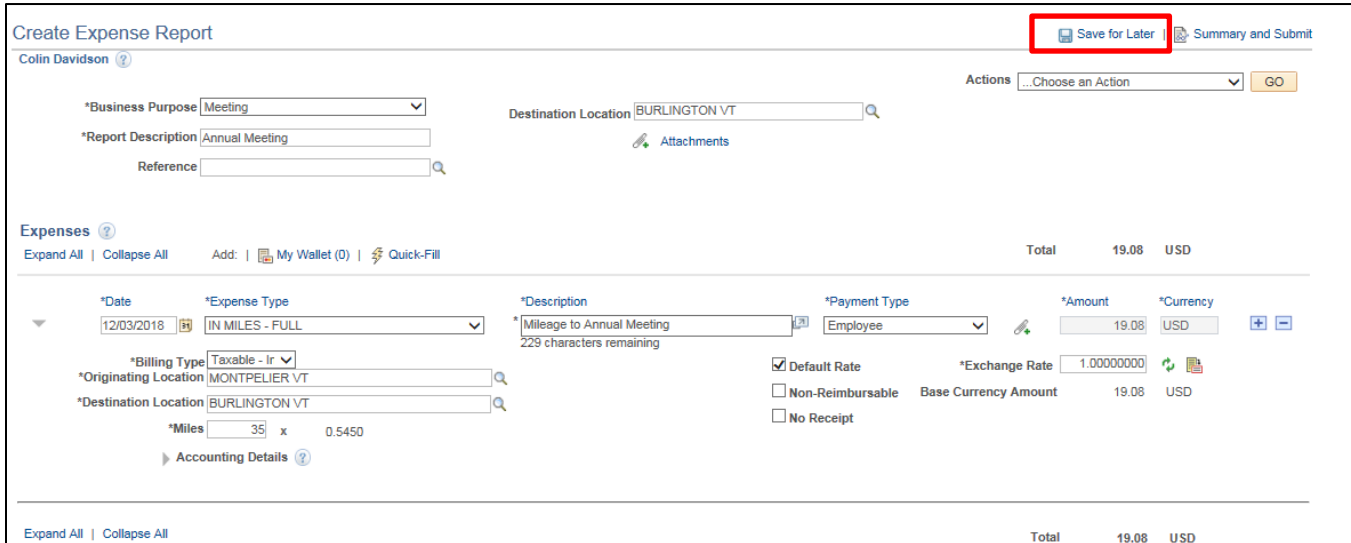
Click the **Withdraw Expense Report** button if you need to make changes to a submitted expense report. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Duplicate Expense Reports

Situations when this function is used: You will receive a warning message when you save an expense report for later or submit and expense report and there is a duplicate expense.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Create Expense Report

Colin Davidson

Save for Later | **Summary and Submit**

Actions: ...Choose an Action **GO**

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

*Billing Type: Taxable - Ir
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT
 *Miles: 35 x 0.5450

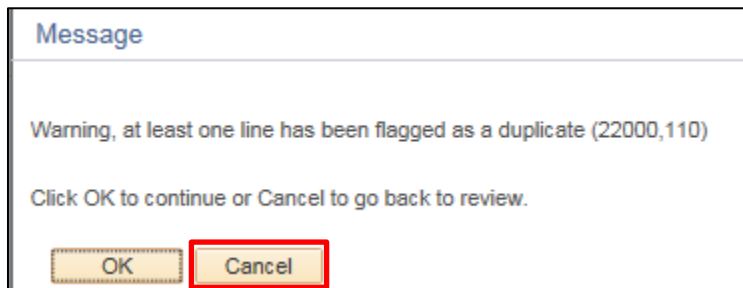
*Exchange Rate: 1.00000000
☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Total: 19.08 USD

Click the **Save for Later** link.

NOTE: Duplicates are checked when the Save for Later link is selected and when the Submit Expense Report button is selected.

If a duplicate expense line exists, the following message will display.



Message

Warning, at least one line has been flagged as a duplicate (22000,110)

Click OK to continue or Cancel to go back to review.

OK **Cancel**

NOTE: Clicking the OK button will save the expense report with errors. Click Cancel if you do not want to save the report. Lines in error should be corrected prior to submitting the expense report.

Click the **Cancel** button.

The Review Exceptions icon displays on the duplicate expense line.

Create Expense Report

Colin Davidson

Save for Later

Summary and Submit

*Business Purpose

Meeting

Destination Location

BURLINGTON VT

*Report Description

Annual Meeting

Reference

Attachments

Expenses

Expand All

Collapse All

Add:

My Wallet (0)

Quick-Fill

Total

19.08

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/03/2018	IN MILES - FULL	Mileage to Annual Meeting 229 characters remaining	Employee	19.08	USD

Billing Type

Taxable - Ir

Originating Location

MONTPELIER VT

Destination Location

BURLINGTON VT

Miles

35

x

0.5450

Accounting Details

Default Rate

Non-Reimbursable

No Receipt

Exchange Rate

1.00000000

Base Currency Amount

19.08

USD


Expand All

Collapse All

Total

19.08

USD

Click the **Review Exceptions**  icon.

The **View Exception Comments and Risks** page displays. The Comment field identifies duplicate the expense sheet and line.

Create Expense Report

View Exception Comments and Risks

Report ID 0000532371

General Information

Report Description

Annual Meeting

Business Purpose

Meeting

Reference

Exception Information

Line	Exception	Comment
1 IN MILES - FULL	Duplicates Exist	Expense line is a duplicate of Line 1, Sheet Id 0000532370. Date 2018-12-03, Amt Spent 19.08 USD.

Return To Expense Report

Delete or correct the duplicate line.

Page 40 of 195

Copy Expense line(s) for an Expense Report

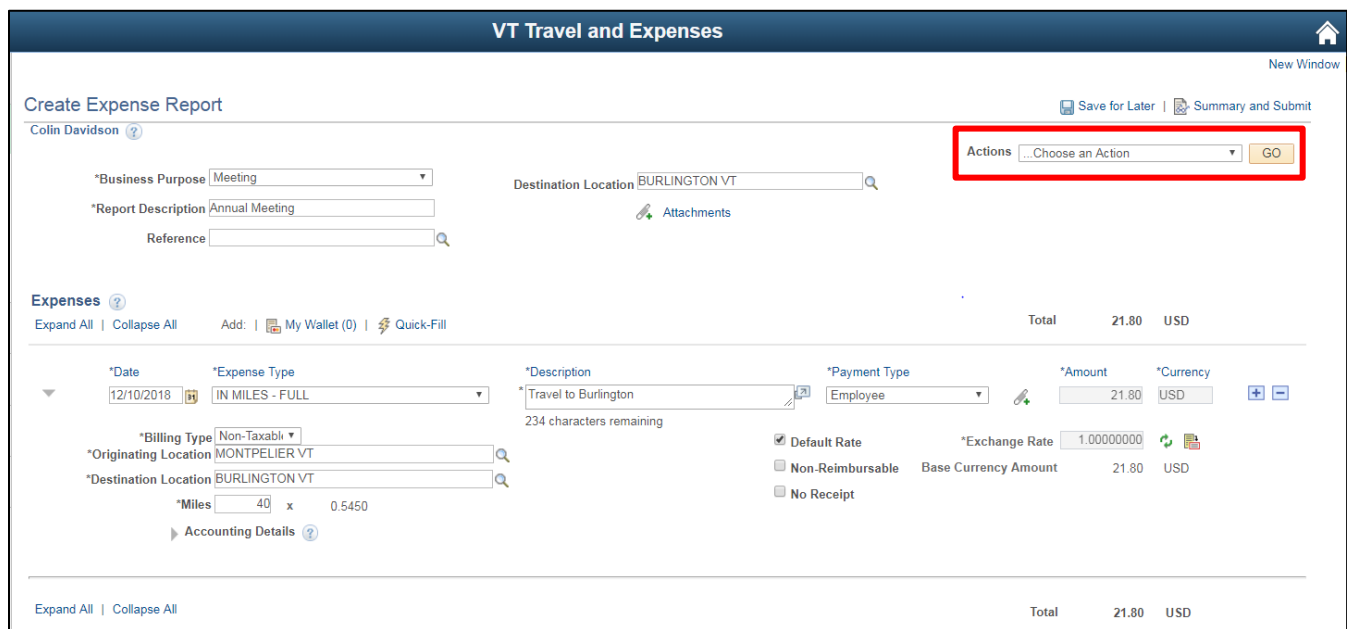
Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on an expense report.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the Actions drop-down to ... [Choose an Action](#)

Click the [Copy Expense Lines](#) button and **Click GO**



VT Travel and Expenses New Window

Create Expense Report Save for Later | Summary and Submit

Colin Davidson

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Destination Location: BURLINGTON VT

Attachments

Actions ...Choose an Action **GO**

Expenses

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD

234 characters remaining

*Billing Type: Non-Taxable
 *Originating Location: MONTPELIER VT
 *Destination Location: BURLINGTON VT

*Miles: 40 x 0.5450

Accounting Details

Default Rate ☒
 Non-Reimbursable ☐
 No Receipt ☐

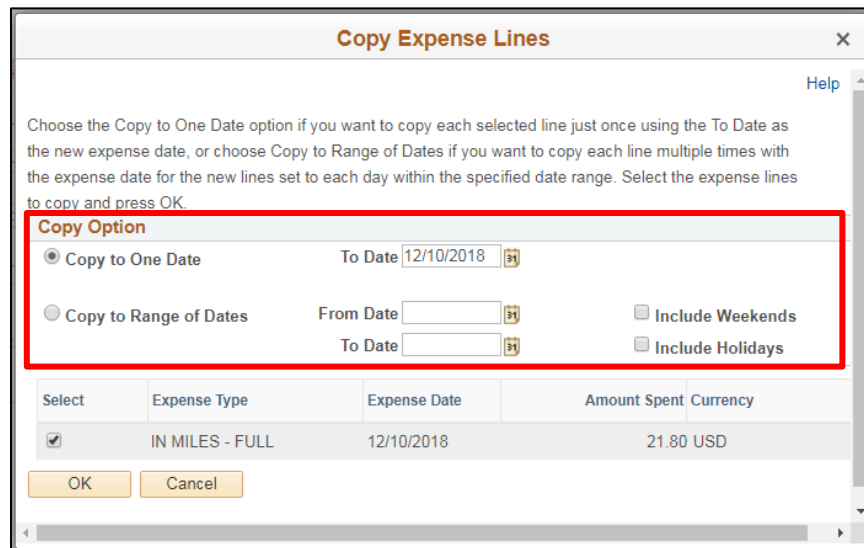
*Exchange Rate: 1.00000000

Base Currency Amount: 21.80 USD

Expand All | Collapse All

Total: 21.80 USD

The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox.



Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date To Date

☐ Copy to Range of Dates From Date To Date

☐ Include Weekends ☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD

OK Cancel

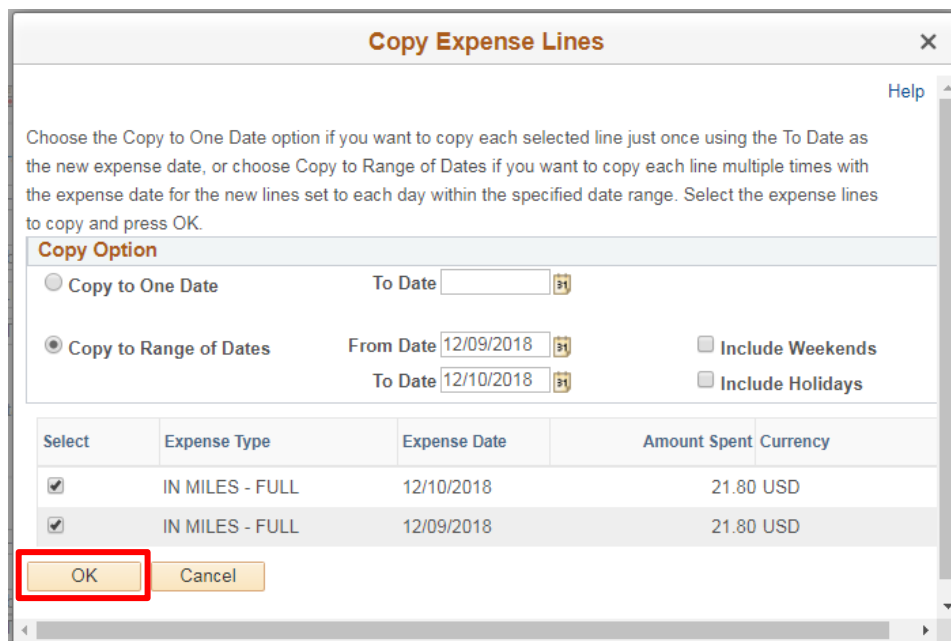
When copying to one date, enter the Date you want to copy to into the **To Date** field next to the Copy one Date field.

Select the Line you wish to Copy and **Click OK**

To Copy to a range of dates, click the **Copy to Range of Dates** option.

Enter the date range you want to copy to into the **From Date** and **To Date** fields and Select the Line you wish to Copy

Click the OK button



Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☐ Copy to One Date To Date

☒ Copy to Range of Dates From Date To Date

☐ Include Weekends ☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Currency
<input checked="" type="checkbox"/>	IN MILES - FULL	12/10/2018	21.80	USD
<input checked="" type="checkbox"/>	IN MILES - FULL	12/09/2018	21.80	USD

OK Cancel

The Create Expense Report page displays with the copied line(s).

Click the Expand Section link to adjust the information for the copied lines.

Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Report: 0000532365 Pending

Destination Location
BURLINGTON VT

Attachments

Actions
Copy Expense Lines
GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total87.20USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD	+ -
		234 characters remaining				
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD	+ -
		234 characters remaining				
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD	+ -
		234 characters remaining				

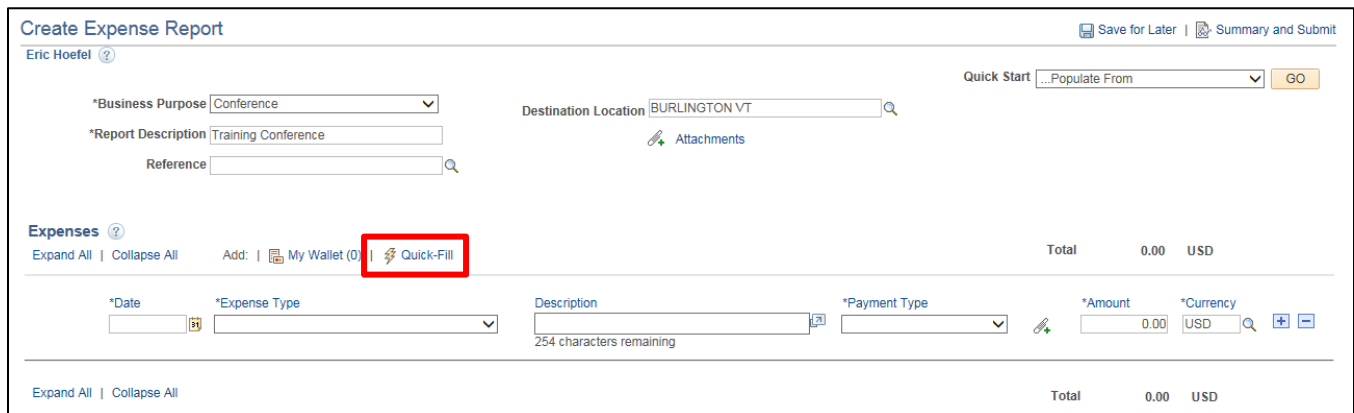
Create Multiple Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. The functionality enables an employee to add one or multiple lines to an expense report by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

Note: This is an excellent way to enter multi-day hotel stays where each day must be entered separately.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

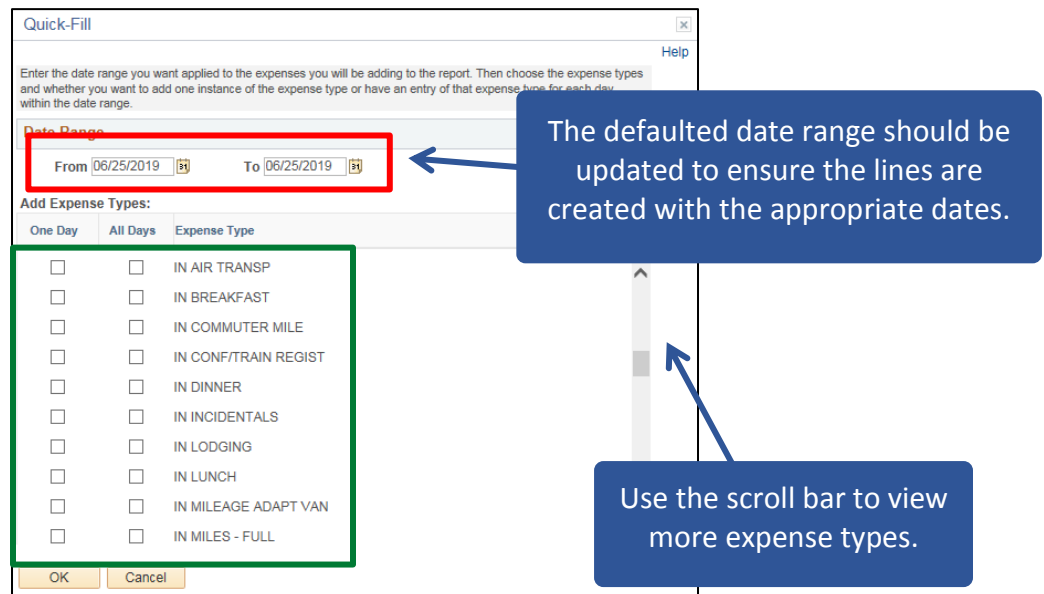
Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'Create Expense Report' form. At the top, there are fields for 'Business Purpose' (set to 'Conference'), 'Report Description' (set to 'Training Conference'), and 'Destination Location' (set to 'BURLINGTON VT'). Below these, there is a 'Quick Start' dropdown menu set to 'Populate From' and a 'GO' button. In the 'Expenses' section, the 'Quick-Fill' link is highlighted with a red box. Below this, there are input fields for 'Date', 'Expense Type', 'Description', 'Payment Type', 'Amount', and 'Currency'. The 'Total' at the bottom right is 0.00 USD.

Select the **Quick-Fill** link.

The **Quick-Fill** page displays with a list of the expense types. The From and To dates default to the current date.



The screenshot shows the 'Quick-Fill' dialog box. The 'Date Range' section is highlighted with a red box, showing 'From 06/25/2019' and 'To 06/25/2019'. A blue callout box points to this section with the text 'The defaulted date range should be updated to ensure the lines are created with the appropriate dates.' Below the date range, there is a section titled 'Add Expense Types:' with a table of expense types. The table has two columns: 'One Day' and 'All Days', and a third column 'Expense Type'. The expense types listed are: IN AIR TRANSP, IN BREAKFAST, IN COMMUTER MILE, IN CONF/TRAIN REGIST, IN DINNER, IN INCIDENTALS, IN LODGING, IN LUNCH, IN MILEAGE ADAPT VAN, and IN MILES - FULL. A blue callout box points to the scroll bar on the right side of the table with the text 'Use the scroll bar to view more expense types.'

Update the **From** and **To** dates.

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 06/10/2019 To 06/12/2019

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	IN AIR TRANSP
<input type="checkbox"/>	<input type="checkbox"/>	IN BREAKFAST
<input type="checkbox"/>	<input type="checkbox"/>	IN COMMUTER MILE
<input type="checkbox"/>	<input type="checkbox"/>	IN CONF/TRAIN REGIST
<input type="checkbox"/>	<input type="checkbox"/>	IN DINNER
<input type="checkbox"/>	<input type="checkbox"/>	IN INCIDENTALS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	IN LODGING
<input type="checkbox"/>	<input type="checkbox"/>	IN LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	IN MILEAGE ADAPT VAN
<input type="checkbox"/>	<input type="checkbox"/>	IN MILES - FULL

OK

Cancel

NOTE: A single line for the selected expense type is created using the first day in the date range when the **One Day** checkbox is selected. If the **All Days** checkbox is selected, a line is created for each day in the date range.

Click the **Select** checkbox next to the expense type you are adding to the expense report.

Click the **OK** button.

Page 45 of 195

The **Create Expense Report - Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Eric Hoefel

*Business Purpose

Conference

*Report Description

Training Conference

Reference

Destination Location

BURLINGTON VT

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All

Collapse All

Add

My Wallet (0)

Quick-Fill

Total

0.00

USD

*Date

06/10/2019

*Expense Type

IN LODGING

*Description

254 characters remaining

*Payment Type

*Amount

0.00

*Currency

USD

*Billing Type

Non-Taxable - Internal

*Originating Location

*Location

BURLINGTON VT

*Merchant

☐ Preferred
 ☒ Non-Preferred

Accounting Details

*Date

06/11/2019

*Expense Type

IN LODGING

*Description

254 characters remaining

*Payment Type

*Amount

0.00

*Currency

USD

*Billing Type

Non-Taxable - Internal

*Originating Location

*Location

BURLINGTON VT

*Merchant

☐ Preferred
 ☒ Non-Preferred

Accounting Details

*Date

06/12/2019

*Expense Type

IN LODGING

*Description

254 characters remaining

*Payment Type

*Amount

0.00

*Currency

USD

*Billing Type

Non-Taxable - Internal

*Originating Location

*Location

BURLINGTON VT

*Merchant

☐ Preferred
 ☒ Non-Preferred

Accounting Details

Expand All

Collapse All

Total

0.00

USD

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Eric Hoefel (?)

*Business Purpose
Conference

Destination Location
BURLINGTON VT

*Report Description
Training Conference

Reference

Attachments

Actions
...Choose an Action
GO

Expenses

Expand All | Collapse All

Add:
My Wallet (0) | Quick-Fill

Total
110.00
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
06/10/2019	IN LODGING	Overnight in Burlington	Employee	110.00	USD

*Originating Location
mon

*Location
BURLINGTON VT

*Merchant
Preferred
Non-Preferred

Accounting Details

*Date
06/11/2019

*Expense Type
IN LODGING

*Description
254 characters remaining

*Payment Type

*Amount
0.00

*Currency
USD

*Billing Type
Non-Taxable - Internal

*Originating Location

*Location
BURLINGTON VT

*Merchant
Preferred
Non-Preferred

Accounting Details

*Date
06/12/2019

*Expense Type
IN LODGING

*Description
254 characters remaining

*Payment Type

*Amount
0.00

*Currency
USD

*Billing Type
Non-Taxable - Internal

*Originating Location

*Location
BURLINGTON VT

*Merchant
Preferred
Non-Preferred

Accounting Details

Expand All | Collapse All

Total
110.00
USD

Enter a **Description**

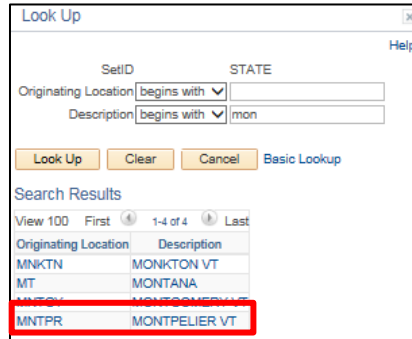
Select **Payment Type** = **Employee**

Enter the **Amount**

Enter a few letters of where you started your trip into the **Originating Location** field.

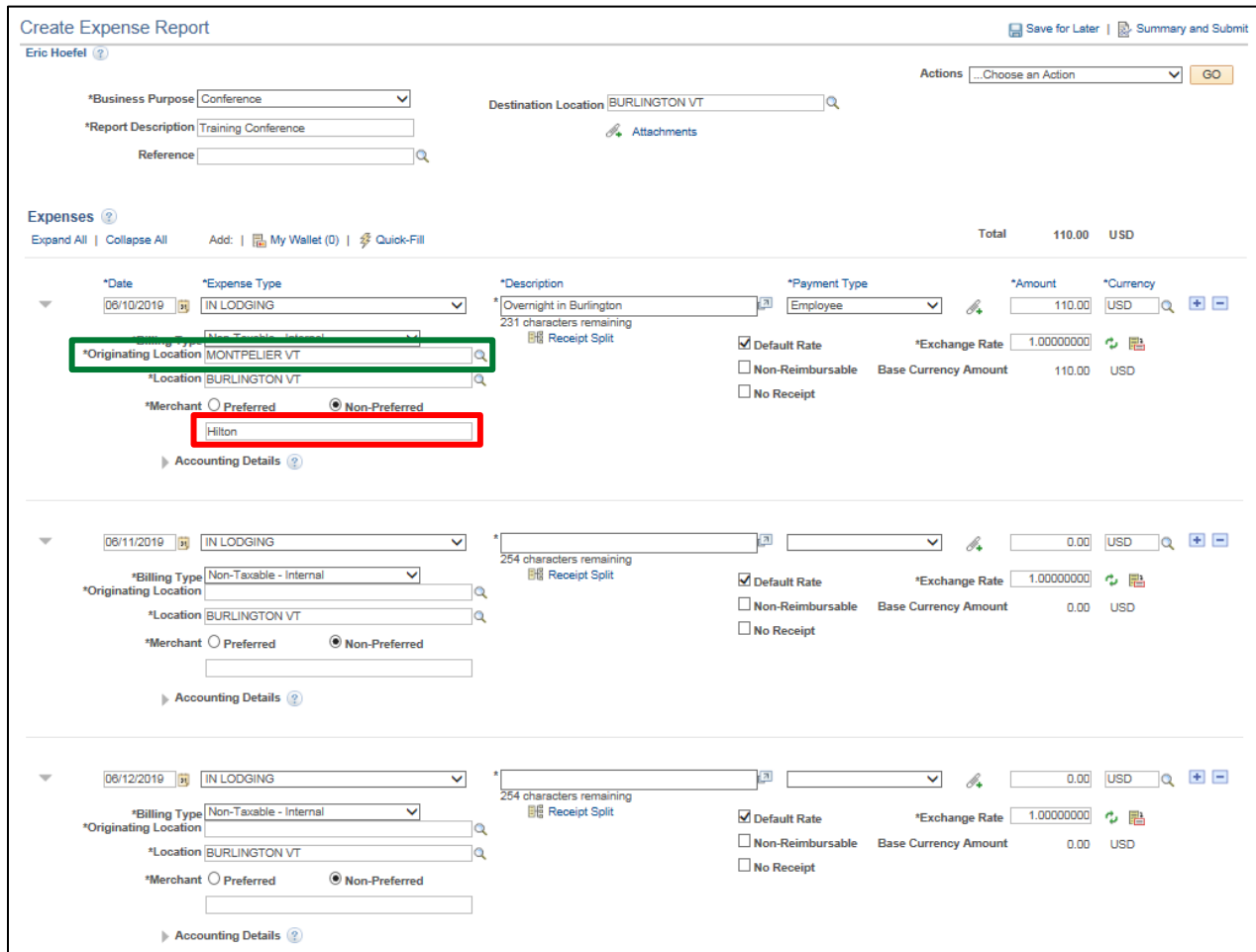
Click the **Look Up**  icon.

The **Look Up** page displays the locations that match your criteria.



Select the **Originating Location** link for the appropriate location.

The **Create Expense Report - Details** page displays the Originating Location selected.



Enter the **Merchant** (always leave Non-Preferred checked.)

Click on the Attachment Link to attach the receipt (see page 11.)

Note: If you have a multiple night stay during a trip, each night's stay must be entered separately.

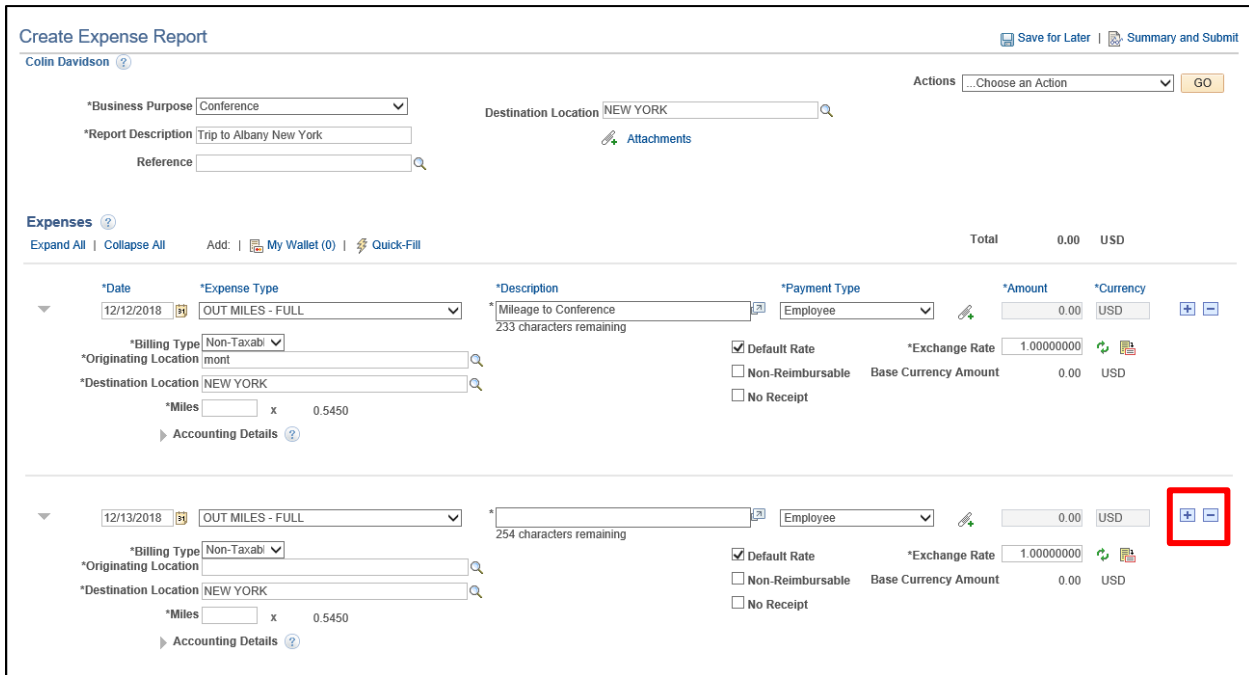
Complete any additional lines added via the Quick-Fill function.

Delete Expense Lines for an Expense Report

Situations when this function is used: You need to delete any expense report lines that were previously added. Lines can be deleted when creating a new expense report or when modifying an existing expense report.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



Create Expense Report Save for Later | Summary and Submit

Colin Davidson ?

*Business Purpose: Conference
 *Report Description: Trip to Albany New York
 Reference:

Destination Location: NEW YORK


Attachments

Actions: Choose an Action GO

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

				Total	0.00	USD
▼	*Date: 12/12/2018 *Expense Type: OUT MILES - FULL *Description: Mileage to Conference (233 characters remaining) *Payment Type: Employee *Amount: 0.00 *Currency: USD *Billing Type: Non-Taxable *Originating Location: mont <input type="text"/> *Destination Location: NEW YORK <input type="text"/> *Miles: <input type="text"/> x 0.5450 Accounting Details ?	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 0.00 USD			
▼	*Date: 12/13/2018 *Expense Type: OUT MILES - FULL *Description: (254 characters remaining) *Payment Type: Employee *Amount: 0.00 *Currency: USD *Billing Type: Non-Taxable *Originating Location: <input type="text"/> *Destination Location: NEW YORK <input type="text"/> *Miles: <input type="text"/> x 0.5450 Accounting Details ?	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Base Currency Amount: 0.00 USD			

Click the **Delete**  icon for the expense line you want to delete.

The **Create Expense Report - Delete Confirmation** page displays.

Save Confirmation
✕

[Help](#)

Create Expense Report

Delete Confirmation

Report ID NEXT

You have selected an expense lines to delete. Any credit card, enhanced data, expense lines associated with this line will be deleted as well. To continue and delete the expense lines, press OK; otherwise, press Cancel.

☐ Do not show this confirmation again

OK
Cancel

Click the **OK** button.

The **Create Expense Report - Details** page displays, and line will no longer exist on the expense report.

Create Expense Report

Colin Davidson ?

[Save for Later](#) | [Summary and Submit](#)

*Business Purpose Conference

*Report Description Trip to Albany New York

Reference

Destination Location NEW YORK

Attachments

Actions Choose an Action

GO

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/12/2018 ?	OUT MILES - FULL	Mileage to Conference <small>233 characters remaining</small>	Employee	92.65	USD
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p>*Billing Type Non-Taxabl</p> <p>*Originating Location MONTPELIER VT</p> <p>*Destination Location NEW YORK</p> <p>*Miles 170 x 0.5450</p> <p style="color: blue; font-size: small;">Accounting Details ?</p> </div> <div> <p><input checked="" type="checkbox"/> Default Rate</p> <p><input type="checkbox"/> Non-Reimbursable</p> <p><input type="checkbox"/> No Receipt</p> </div> <div> <p>*Exchange Rate 1.00000000</p> <p>Base Currency Amount 92.65 USD</p> </div> </div>					


Total 92.65 USD

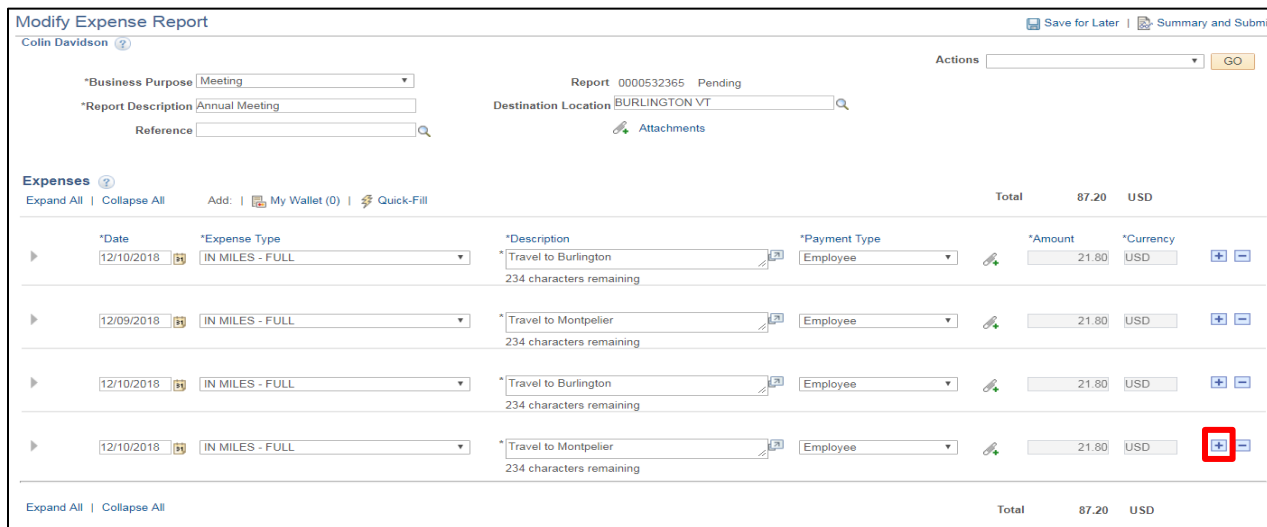
Add an expense line to an Expense Report

Situations when this function is used: This functionality enables an employee to add additional expense lines to an expense report.


Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify


Click the  button next to **Add a New Expense line.**





Modify Expense Report Save for Later Summary and Submit



Colin Davidson 













*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Report: 0000532365 Pending
 Destination Location: BURLINGTON VT 

Attachments 

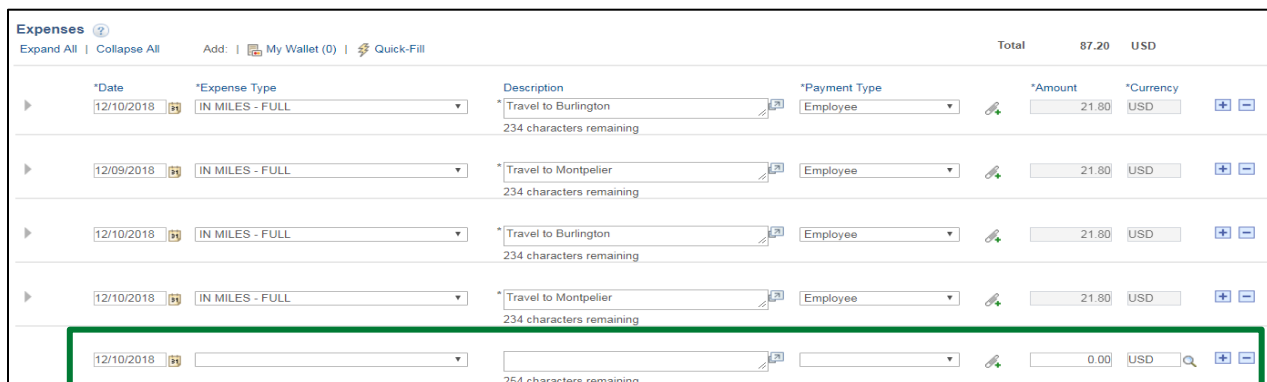
Expenses 


Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill



*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
12/10/2018 	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD	 
12/09/2018 	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD	 
12/10/2018 	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD	 
12/10/2018 	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD	 
















Expand All | Collapse All Total 87.20 USD

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



Expenses 

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
12/10/2018 	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD	 
12/09/2018 	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD	 
12/10/2018 	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD	 
12/10/2018 	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD	 
12/10/2018 		<input type="text"/> 254 characters remaining		0.00	USD	 

In this training, we will add Office Supplies. To find Supply expense types, Click the **Down Arrow** button of the scrollbar.

Click the **SUPPLIES - OFFICE** list item.

Modify Expense Report Save for Later Summary and Submit

Colin Davidson

*Business Purpose: Meeting Report: 0000532365 Pending

*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference:

Actions: Choose an Action GO

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT LUNCH	Travel to Burlington	Employee	21.80	USD
	OUT MILEAGE ADAPT VAN	234 characters remaining			
12/09/2018	OUT MILES - FULL	Travel to Montpelier	Employee	21.80	USD
	OUT MILES REDUCED RATE	234 characters remaining			
12/10/2018	OUT TRANSPORT OTHER	Travel to Burlington	Employee	21.80	USD
	OUT VEHICLE RENTAL	234 characters remaining			
12/10/2018	PHONE SERVICE - CELL	Travel to Montpelier	Employee	21.80	USD
	PHONE SVC NON-CELL	234 characters remaining			
12/10/2018	PHOTOCOPIES			0.00	USD
	POSTAGE	254 characters remaining			
	PUBLIC SERVICE REC WK FOOD				
	PUBLIC SERVICE REC WK OTHER				
	PUBLIC SERVICE REC WK RENT				
	Payroll Bank Service Charge				
	RECOGNITION AWARD				
	SUPPLIES - EDUCATION				
	SUPPLIES - OFFICE				
	SUPPLIES DATA				
	SUPPLIES-OTHER GENERAL				
	SUPPORT OF PERSONS				

Expand All | Collapse All Total: 87.20 USD

Enter the Expense date or select date using the calendar. To use the calendar, click the **Choose a date** **Calendar** **Icon** button. **Click the desired date.**

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
		234 characters remaining			
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
		234 characters remaining			
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
		234 characters remaining			
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
		234 characters remaining			
12/10/2018			Employee	0.00	USD
		254 characters remaining			

Calendar

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Current Date

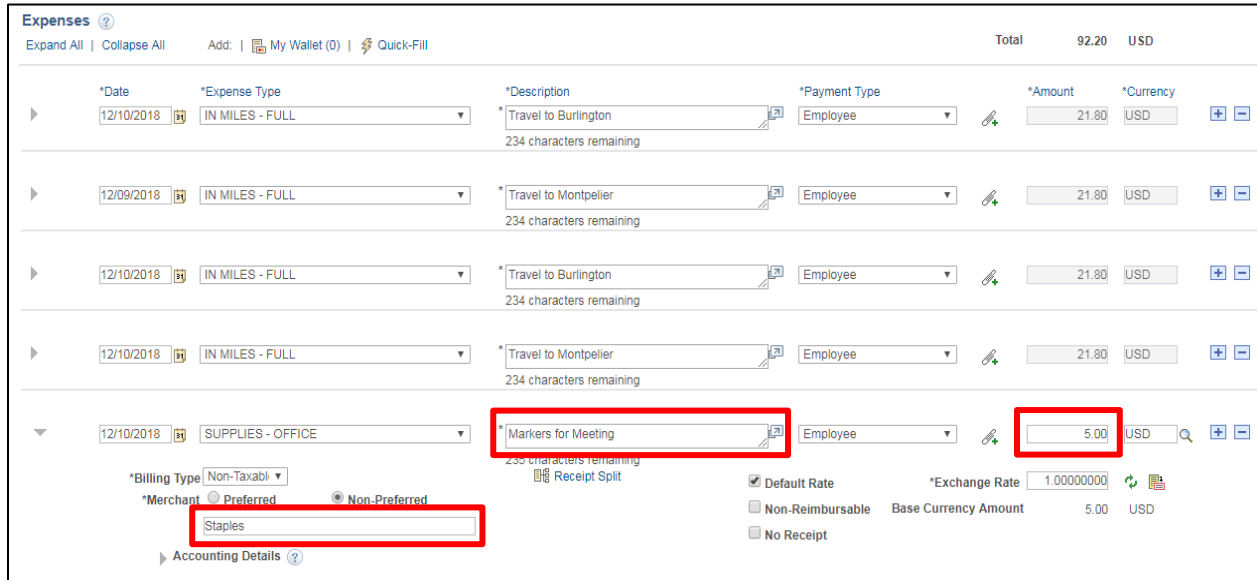
☒ Default Rate *Exchange Rate: 1.00000000

☐ Non-Reimbursable Base Currency Amount: 0.00 USD

☐ No Receipt

Enter a description of what supplies were purchased into the **Description** field.

Enter the amount spent into the **Amount Spent** field.



Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 92.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	*Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	*Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	*Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	*Travel to Montpelier	Employee	21.80	USD
12/10/2018	SUPPLIES - OFFICE	*Markers for Meeting	Employee	5.00	USD

*Billing Type: Non-Taxable
 *Merchant: Preferred (Selected) Non-Preferred
 Staples
 Accounting Details ?

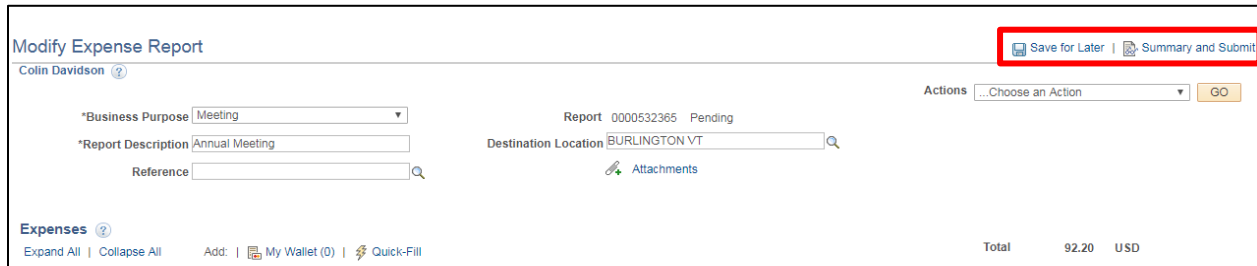
*Exchange Rate: 1.00000000
 Base Currency Amount: 5.00 USD
☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

Enter the supplier the supplies were purchased from into the field below ***Merchant** field.

Non-Preferred defaults as checked

Note: The State of Vermont doesn't list Preferred Merchants.

Click the **Save for Later** link or the **Summary and Submit** link if your report is complete.



Modify Expense Report

Colin Davidson ?

*Business Purpose: Meeting
 *Report Description: Annual Meeting
 Reference:

Report: 0000532365 Pending
 Destination Location: BURLINGTON VT
 Attachments

Actions: ...Choose an Action GO

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill


Total 92.20 USD

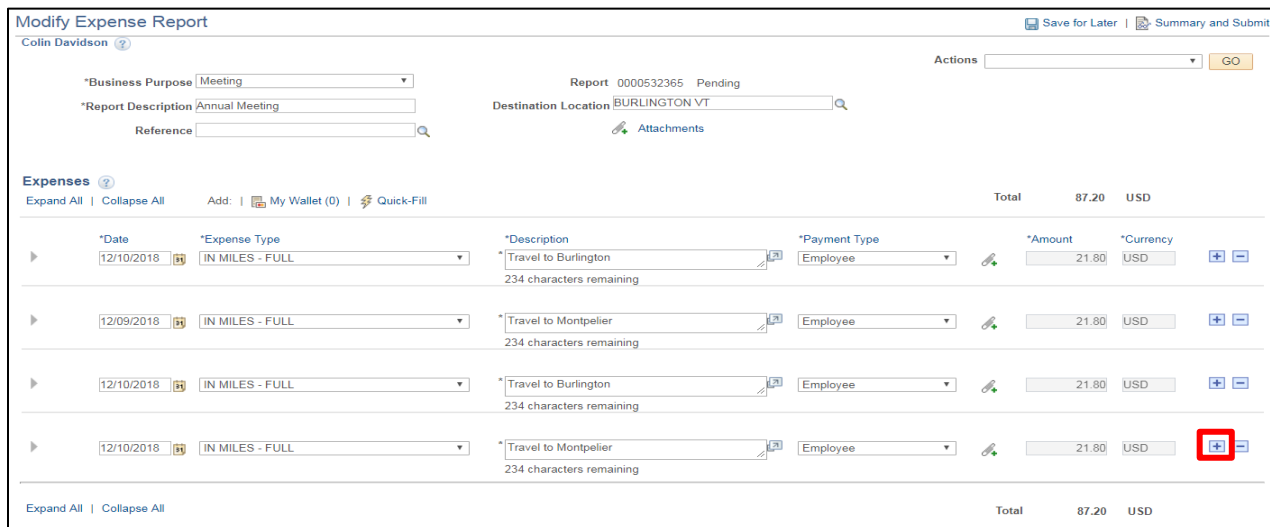
Add an expense line with expense type amount limits exceeded

Situations when this function is used: Certain expense types, such as breakfast, lunch or dinner, have amount limits. If dollar limit is exceeded, you will need to enter exception comments.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Click the  button next to **Add a New Expense line**



Modify Expense Report Save for Later Summary and Submit

Colin Davidson Report 0000532365 Pending

*Business Purpose: Meeting Report Description: Annual Meeting Destination Location: BURLINGTON VT Attachments

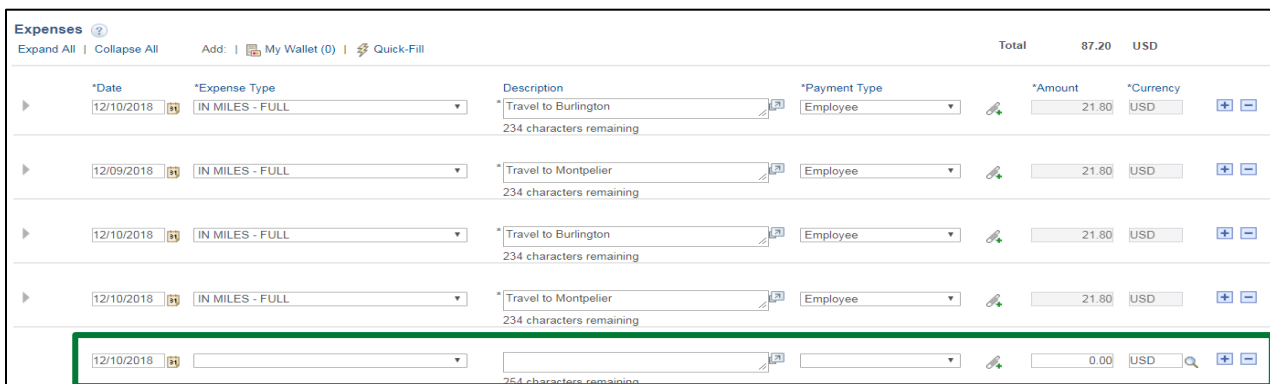
Reference Actions GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD

Expand All Collapse All Total 87.20 USD

The inserted line displays. Click drop-down on the new line to choose from the **Expense Type** list.



Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018				0.00	USD

754 characters remaining

In this training, we will add IN DINNER. To find in state expense types, Click the **Down Arrow** button of the scrollbar.

Click the **IN DINNER** list item.

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Meeting Report: 0000532365 Pending

*Report Description: Annual Meeting Destination Location: BURLINGTON VT

Reference: Attachments

Expenses ? Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	DOC 75% PER DIEM OUTST DOC FULL PER DIEM OUTST Diesel-Vehicles & HighwayEquip Econ Dev - Client Meal FOOD - GROUP MTG Family Preservation Finger Printing & Background Cks Foster Parent Damage Claim Foster Parent Food Foster Parent Recruitment Foster Parent Reward-Recognitn Foster Parent Support Misc Foster Parent Training GASOLINE IN AIR TRANSP IN BREAKFAST IN COMMUTER MILE IN CONF/TRAIN REGIST IN DINNER IN DINNER	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018		*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018		*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018		*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018		*Koto's Steakhouse 237 characters remaining	Employee	50.00	USD

*Billing Type: Non-Taxable *Exchange Rate: 1.00000000

*Originating Location: BURLINGTON VT Base Currency Amount: 50.00 USD

*Location: BURLINGTON VT

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

Total: 137.20 USD

Enter the Expense Date

Note: You can enter the Expense date or select date using the calendar.

To use the calendar, Click the **Choose a date Calendar** button.

Click the desired date.

Expenses ? Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	*Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	*Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018		* 254 characters remaining	Employee	0.00	USD

*Billing: *Me:

☒ Default Rate *Exchange Rate: 1.00000000

☐ Non-Reimbursable Base Currency Amount: 0.00 USD

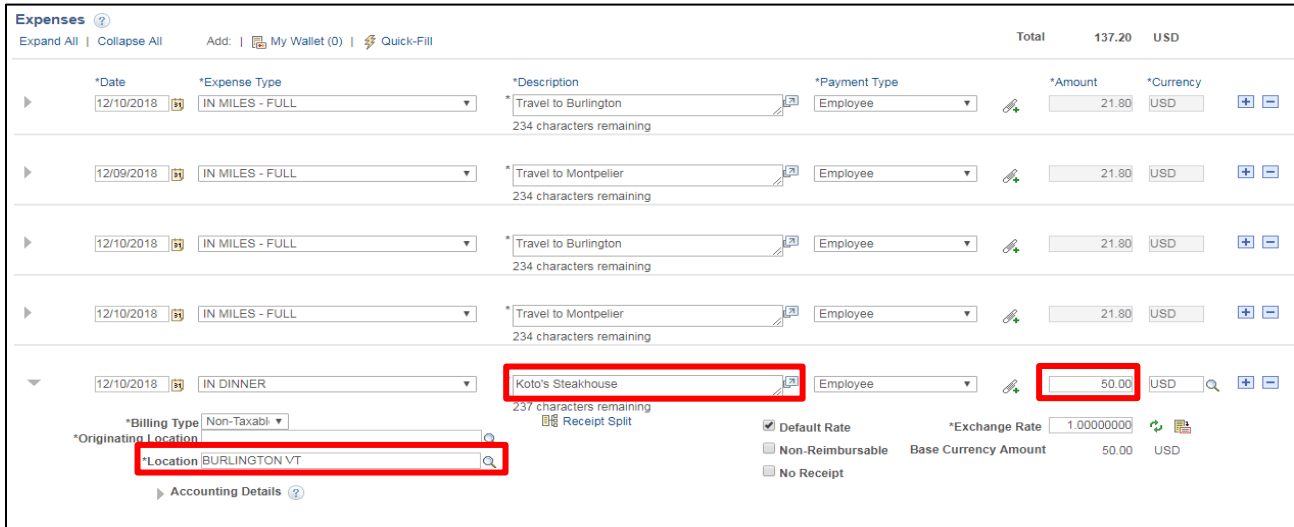
☐ No Receipt

Total: 87.20 USD

Enter a description of what/where the purchase was into the **Description** field.

Enter the amount spent into the **Amount** field.

Enter the Location of the dinner in the ***Location** field.



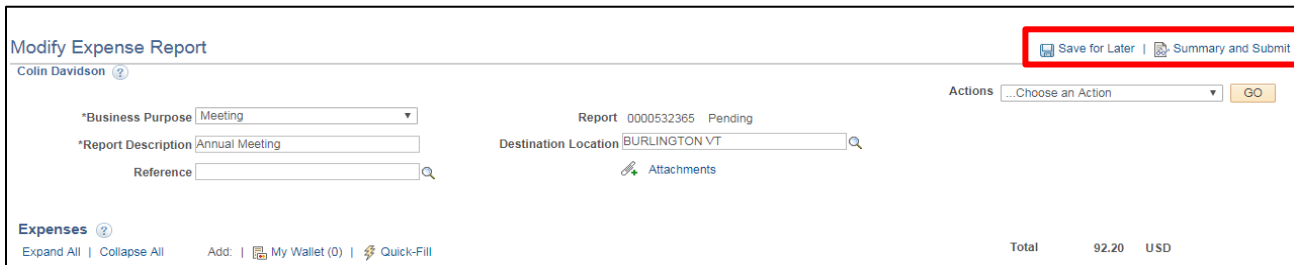
Expenses Expand All Collapse All Add: | My Wallet (0) | Quick-Fill Total 137.20 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington 234 characters remaining	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier 234 characters remaining	Employee	21.80	USD
12/10/2018	IN DINNER	Koto's Steakhouse 237 characters remaining	Employee	50.00	USD

*Billing Type: Non-Taxable
*Originating Location: MONTPELIER VT
*Location: BURLINGTON VT
Accounting Details

*Exchange Rate: 1.00000000
Base Currency Amount: 50.00 USD
Default Rate, Non-Reimbursable, No Receipt

Click the **Save for Later** link or the **Summary and Submit** link. The Modify Expense Report page displays, and the Report ID is assigned.



Modify Expense Report Colin Davidson Save for Later | Summary and Submit

*Business Purpose: Meeting
*Report Description: Annual Meeting
Reference:
Destination Location: BURLINGTON VT
Report: 0000532365 Pending
Attachments

Expenses Expand All Collapse All Add: | My Wallet (0) | Quick-Fill Total 92.20 USD

You receive a “Missing or Invalid Information was found” Flag.



12/10/2018 IN DINNER Koto's Steakhouse Employee 50.00 USD

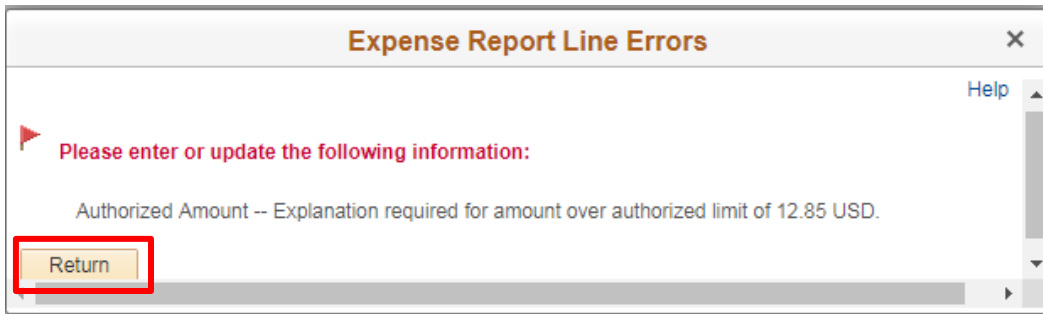
*Billing Type: Non-Taxable
*Originating Location: MONTPELIER VT
*Location: BURLINGTON VT
Accounting Details

*Exchange Rate: 1.00000000
Base Currency Amount: 50.00 USD
Default Rate, Non-Reimbursable, No Receipt

NOTE: The error will also display when you submit the expense report. The expense report can be saved but cannot be submitted until the error is resolved or an exception comment is added.

Click the **icon** to view further detail

The Expense Report Line Errors window appears letting you know that you have exceeded the allowed limit for this expense type.



Expense Report Line Errors

Help

Please enter or update the following information:

Authorized Amount -- Explanation required for amount over authorized limit of 12.85 USD.

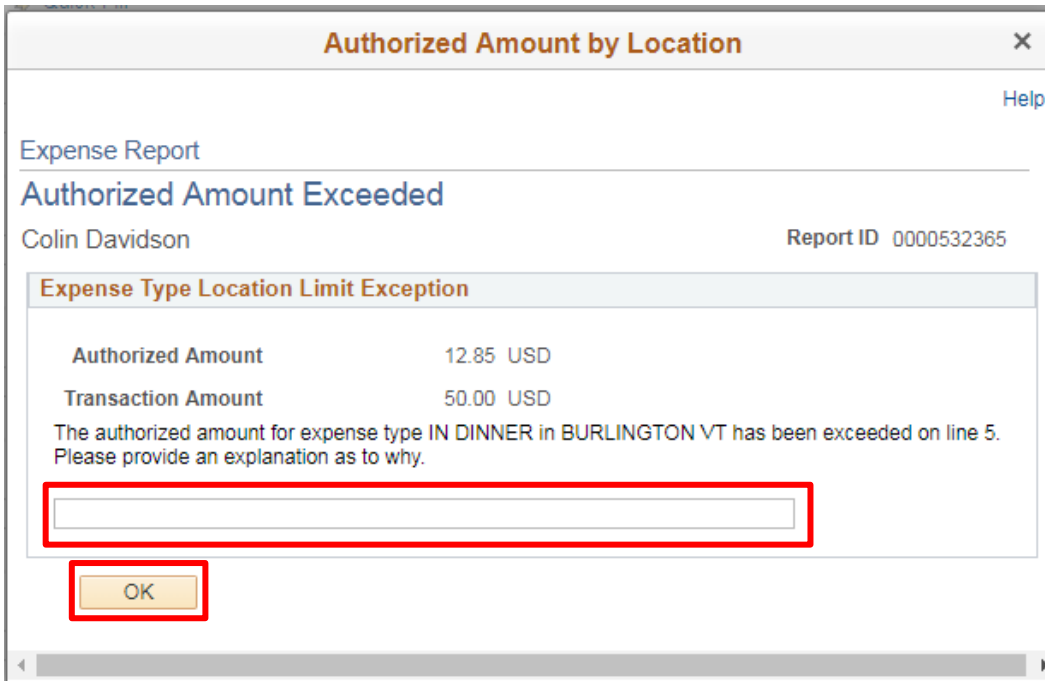
Return

Click Return

Click on the Location Amount Exceeded comment icon.

- *The **Authorized Amount by Location** window appears. An Error is listed letting you know the Expense type on line 5 was exceeded*

Enter an Explanation as to why you exceeded the amount



Authorized Amount by Location

Help

Expense Report

Authorized Amount Exceeded

Colin Davidson Report ID 0000532365

Expense Type Location Limit Exception

Authorized Amount	12.85 USD
Transaction Amount	50.00 USD

The authorized amount for expense type IN DINNER in BURLINGTON VT has been exceeded on line 5. Please provide an explanation as to why.

OK

Click OK.

Important Note: You MUST attach a receipt even though the system will not warn you that you need one!

Click **Save for Later** or **Summary and Submit**.

The previous errors are gone.

Modify Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Meeting

*Report Description
Annual Meeting

Reference

Report
0000532365
Pending

Destination Location
BURLINGTON VT

Attachments

Actions
...Choose an Action
GO

Expenses

Expand All | Collapse All
Add:
My Wallet (0) | Quick-Fill

Total
137.20
USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/09/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Burlington	Employee	21.80	USD
12/10/2018	IN MILES - FULL	Travel to Montpelier	Employee	21.80	USD
12/10/2018	IN DINNER	Koto's Steakhouse	Employee	50.00	USD

*Billing Type
Non-Taxabl

*Originating Location
MONTPELIER VT

*Location
BURLINGTON VT

Receipt Split

Default Rate
Non-Reimbursable
No Receipt

*Exchange Rate
1.00000000
Base Currency Amount
50.00
USD

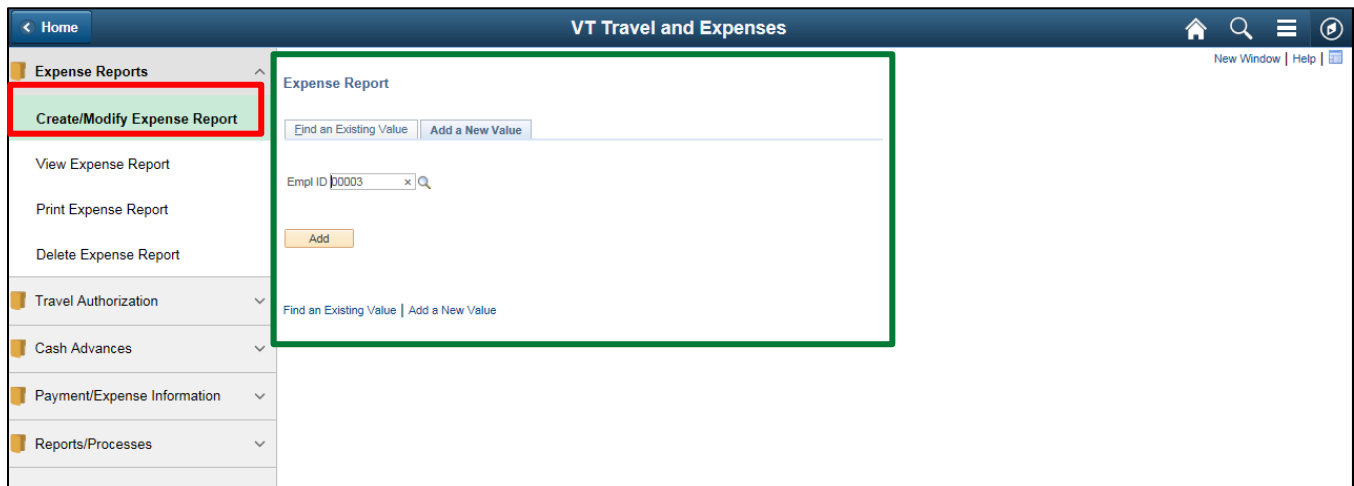
Change Default Accounting for an Expense Report

Situations when this function is used: You have split funding, or your accounting information is going to be different than your default accounting.

NOTE: *It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. The manual updates are retained.*

Home page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

Create Expense Report

Colin Davidson
Save for Later
Summary and Submit

*Business Purpose
Conference

*Report Description
Trip to Florida Conference

Reference

Destination Location
FLORIDA
Attachments

Actions
...Choose an Action
GO

Expenses

Expand All
Collapse All
Add:
My Wallet (0)
Quick-Fill

*Date
02/11/2019

*Expense Type
OUT AIR TRANSP

Description
254 characters remaining
Receipt Split

*Payment Type
Employee

*Amount
0.00

*Currency
USD

*Billing Type
Non-Taxable - Internal

*Originating Location

*Location
FLORIDA

*Ticket Number

*Merchant
Preferred
Non-Preferred

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

*Exchange Rate
1.00000000

Base Currency Amount
0.00
USD

Accounting Details

Expand All
Collapse All

Total
0.00
USD

Complete the required fields in the header and add a date and expense type for the first expense line, the **Actions** drop-down menu becomes available.

Create Expense Report

Colin Davidson
Save for Later
Summary and Submit

*Business Purpose
Conference

*Report Description
Trip to Florida Conference

Reference

Destination Location
FLORIDA
Attachments

Actions
Default Accounting For Report
GO

Expenses

Expand All
Collapse All
Add:
My Wallet (0)
Quick-Fill

*Date
02/11/2019

*Expense Type
OUT AIR TRANSP

Description
254 characters remaining

*Payment Type
Employee

*Amount
0.00

*Currency
USD

Expand All
Collapse All

Total
0.00
USD

Select **Default Accounting For Report**.

Click the **GO** button.



The **Create Expense Report - Accounting Defaults** page displays. The ChartField values default from the User Defaults page on the employee's profile.

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary

Set Personalizations | Find |  

First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project	
100.00	08100	20105	810000200	59290	Z0017	ZMVT 00	-

Add ChartField Line

Load Defaults

User Defaults

OK

Make any necessary changes to the ChartFields. The Account defaults from the expense type and cannot be changed. **NOTE:** The GL unit should never be changed.



To add a ChartField line, click the **Add ChartField Line** button.

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary

Set Personalizations | Find |  

First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	
100.00	08100	20105	8100002000	59290	Z0017	-
0.00	08100	20105	8100002000	59290	Z0017	-

Add ChartField Line

Load Defaults

User Defaults

OK



Update the Percentage and ChartFields for each line.

Create Expense Report













Accounting Defaults

Report ID NEXT

Accounting Summary

Set Personalizations | Find |  

First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	
50.00	08100 	20105 	8100002000 	59290 	Z0017 	
50.00	08100 	20105 	8100002000 	59090 	Z0017 	

Add ChartField Line


Load Defaults

User Defaults

OK


Click the **OK** button to return to the Create Expense Report – Details page.

Create Expense Report


Colin Davidson 

Save for Later | Summary and Submit

*Business Purpose: Conference


Destination Location: FLORIDA 

*Report Description: Trip to Florida Conference



Reference: 

Actions: ...Choose an Action


GO

Expenses 


Expand All | Collapse All


Add:  My Wallet (0) |  Quick-Fill

Total 213.00 USD


*Date: 02/11/2019 

*Expense Type: OUT AIR TRANSP


Description: Travel to Orlando 


*Payment Type: Employee 

*Amount: 213.00

*Currency: USD 

*Billing Type: Non-Taxable - Internal

*Originating Location: MONTPELIER VT 


*Location: FLORIDA 

*Ticket Number: 123-985



*Merchant: ☐ Preferred ☒ Non-Preferred

American Airlines


237 characters remaining

 Receipt Split

☒ Default Rate
 ☐ Non-Reimbursable
 ☐ No Receipt

*Exchange Rate: 1.00000000  


Base Currency Amount: 213.00 USD

Accounting Details 

Expand All | Collapse All

Total 213.00 USD

Complete the required information for the expense line.

Expand the **Accounting Details** section by clicking the Expand Accounting Lines  icon.

The Accounting Details section expands and the ChartFields defined on the Accounting Defaults page display for the line.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

*Report Description

Trip to Florida Conference

Reference

Destination Location

FLORIDA

Attachments

Actions

Choose an Action

GO

Expenses

Expand All

Collapse All

Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date

02/11/2019

*Expense Type

OUT AIR TRANSP

Description

Travel to Orlando

*Billing Type

Non-Taxable - Internal

*Originating Location

MONTPELIER VT

*Location

FLORIDA

*Ticket Number

123-985

*Merchant

Preferred

Non-Preferred

American Airlines

Accounting Details

Chartfields

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Class	Project		
106.50	08100	106.50	USD	1.00000000	20105	8100002000	59290	Z0017	ZMVT 000-		
106.50	08100	106.50	USD	1.00000000	20105	8100002000	59090	Z0017	ZMVT 000-		

Expand All

Collapse All

Total 213.00 USD

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting For Report option from the Actions drop-down and click the GO button to change the defaults.

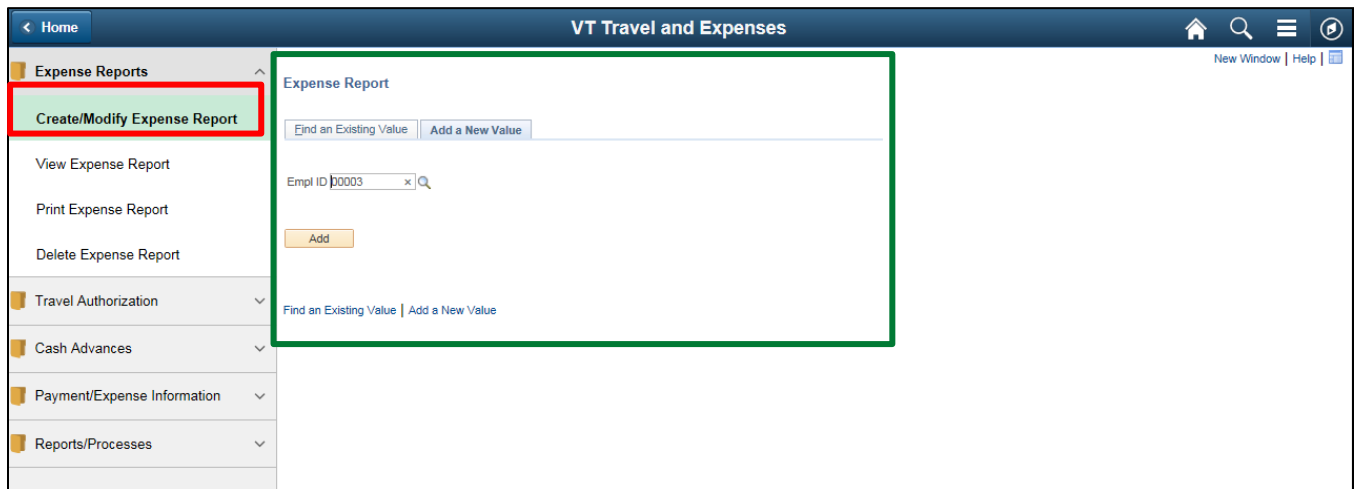
Copy an Expense Report / Start from Existing Report

Situations when this function is used: Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses.

Reminder: *If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization.*

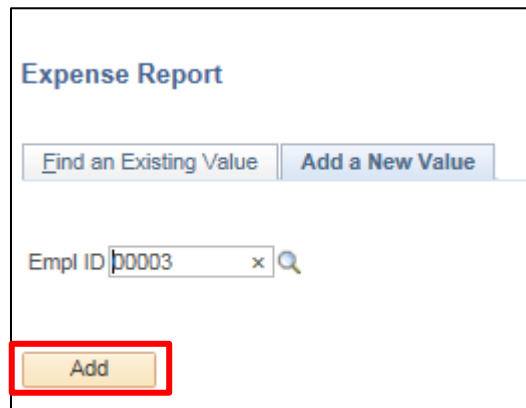
Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'VT Travel and Expenses' application. On the left sidebar, under 'Expense Reports', the 'Create/Modify Expense Report' option is highlighted with a red box. The main content area displays the 'Expense Report' form. At the top of the form are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Empl ID' containing the value '00003'. An 'Add' button is located below the input field. The entire form area is enclosed in a green border.

The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



This is a close-up of the 'Expense Report' form. It shows the 'Find an Existing Value' and 'Add a New Value' buttons at the top. Below them is the 'Empl ID' field with the value '00003'. At the bottom of the form, the 'Add' button is highlighted with a red box.

Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.

An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

OK

Reminder: If a travel authorization was created for the trip, the report must be started from the travel authorization. Click the **OK** button and follow the instructions in the Start Expense Report from a Travel Authorization section.

If there is no travel authorization for the trip continue to the Create Expense Report – Details page.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson [?](#)

*Business Purpose

*Report Description

Reference

Destination Location

[Attachments](#)

Quick Start An Existing Report GO

Expenses [?](#)

[Expand All](#) | [Collapse All](#)
Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>	+ -
254 characters remaining						

[Expand All](#) | [Collapse All](#)
Total 0.00 USD

Select **An Existing Report** from the Quick Start drop-down list.

Click the **GO** button.

The **Copy from Existing Expense Report** page displays a list of expense reports for the employee for the specified date range.

Copy from Existing Expense Report

From Date

09/12/2017

x

31

To

12/12/2018

x

31

Search

Help

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
Select	0000532371	Annual Meeting	Meeting	Pending	12/12/2018
Select	0000532370	Annual Meeting	Meeting	Submitted for Approval	12/12/2018
Select	0000532369	test	Emergency Response	Pending	12/12/2018
Select	0000532368	Annual Meeting	Meeting	Submitted for Approval	12/11/2018
Select	0000532366	Work Boots	General Expenses	Pending	12/10/2018
Select	0000532365	Annual Meeting	Meeting	Pending	12/10/2018
Select	0000532364	Annual Meeting	Meeting	Pending	12/10/2018
Select	0000532363	Travel for VISION training	Training	Pending	12/06/2018

Return

NOTE: If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report.

Click **Select** button for the expense report you wish to use for the expense report.

The **Create Expense Report - Details** page displays. The information from the copied report will have carried forward.

Create Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

*Business Purpose

Training

*Report Description

Travel for VISION training

Reference

Destination Location

MONTPELIER VT

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All | Collapse All

Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

Total

26.71

USD

*Date

12/03/2018

*Expense Type

IN MILES - FULL

*Description

Travel to Montpelier for VISION training

*Payment Type

Employee

*Amount

26.71

*Currency

USD

*Billing Type

Non-Taxabi

*Originating Location

WOLCOTT VT

*Destination Location

MONTPELIER VT

*Miles

49

x

0.5450

*Exchange Rate

1.00000000

*Base Currency Amount

26.71

*Currency

USD

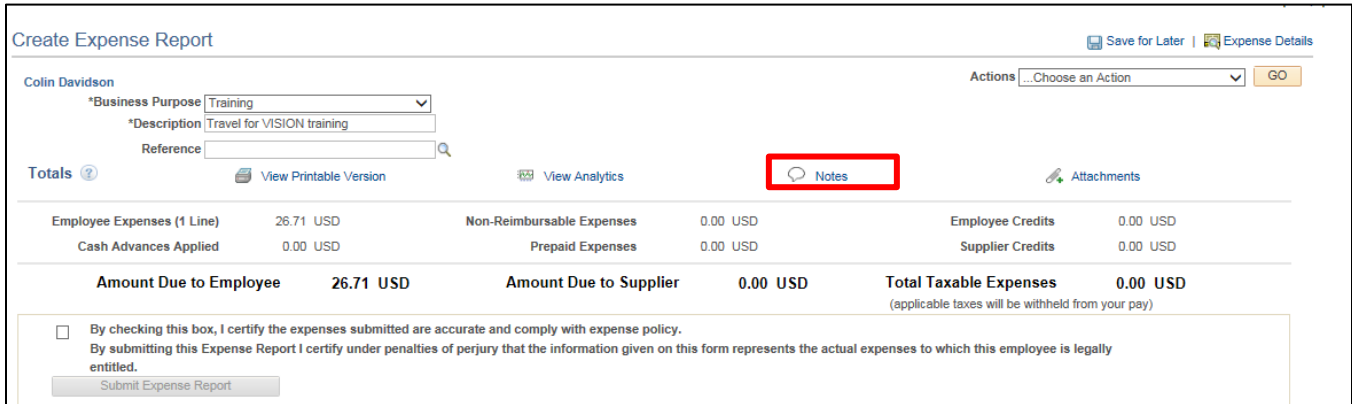
☒ Default Rate
 ☐ Non-Reimbursable
 ☐ No Receipt

Accounting Details

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Summary and Submit** link.

The **Create Expense Report - Submit** page displays.



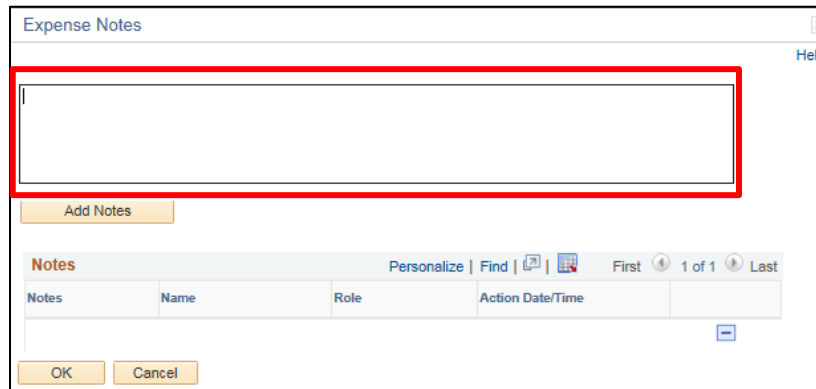
The screenshot shows the 'Create Expense Report' page for Colin Davidson. It includes fields for Business Purpose (Training), Description (Travel for VISION training), and a Reference field. A 'Notes' link is highlighted with a red box. Below the form is a summary table of expenses and a 'Submit Expense Report' button.

Totals		View Printable Version		View Analytics		Notes		Attachments	
Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD				
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD				
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD	(applicable taxes will be withheld from your pay)			

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Click the **Notes** link.

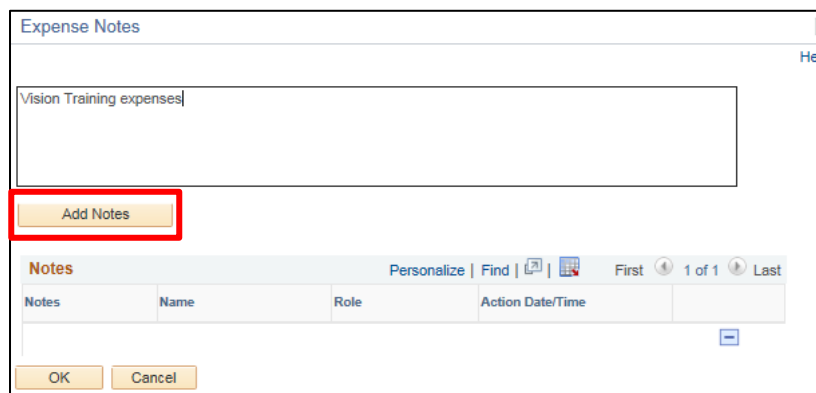
The **Expense Notes** page displays.



The screenshot shows the 'Expense Notes' page. It features a large text area for entering notes, an 'Add Notes' button, and a table for existing notes. The 'Add Notes' button is highlighted with a red box.

Notes	Name	Role	Action Date/Time

Enter **Comments**.

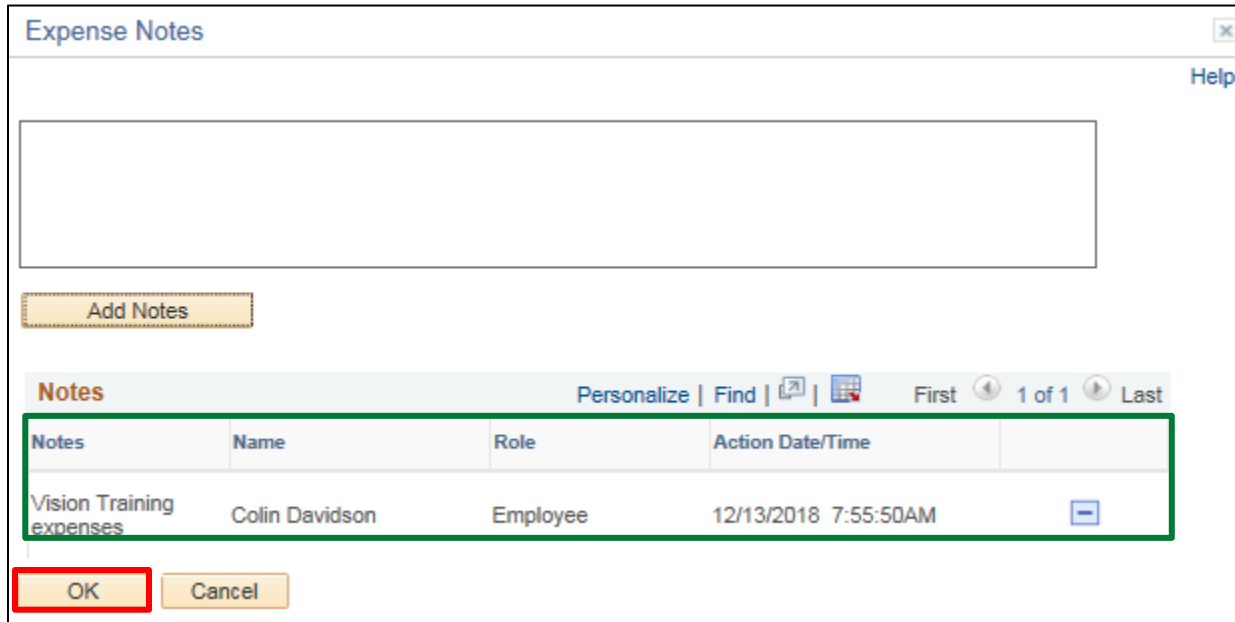


The screenshot shows the 'Expense Notes' page with the text 'Vision Training expenses' entered in the text area. The 'Add Notes' button is highlighted with a red box.

Notes	Name	Role	Action Date/Time

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.

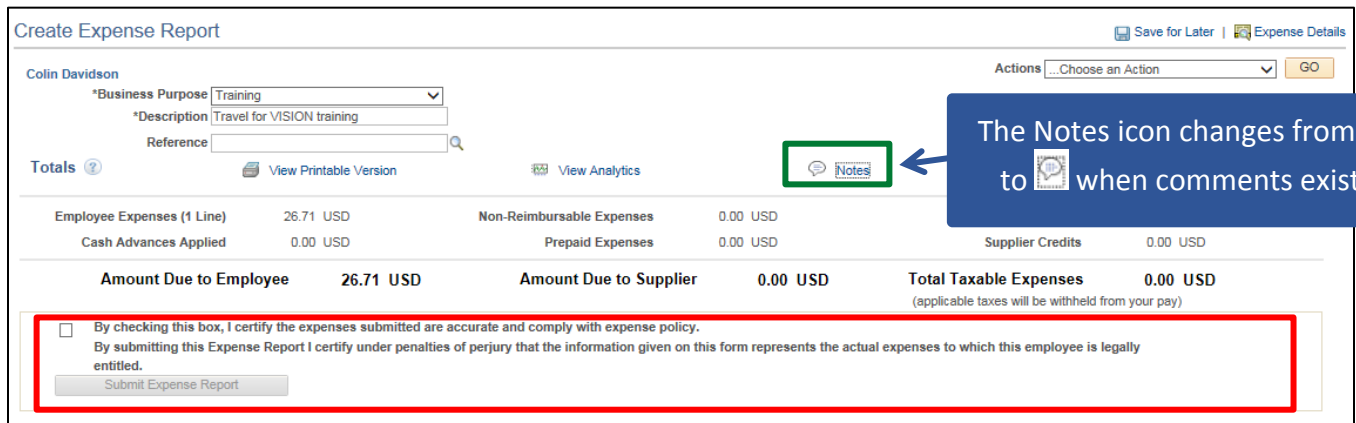


The dialog box titled "Expense Notes" contains a large text area for notes. Below it is an "Add Notes" button. A table titled "Notes" is displayed, showing a single entry. The table has columns for Notes, Name, Role, and Action Date/Time. The entry shows "Vision Training expenses" for Colin Davidson, an Employee, dated 12/13/2018 at 7:55:50AM. Below the table are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Notes	Name	Role	Action Date/Time
Vision Training expenses	Colin Davidson	Employee	12/13/2018 7:55:50AM

Click the **OK** button.

The **Create Expense Report - Submit** page displays.



The "Create Expense Report" page shows the user's information (Colin Davidson) and the expense details. The "Business Purpose" is "Training" and the "Description" is "Travel for VISION training". The "Totals" section shows "Employee Expenses (1 Line)" of 26.71 USD. The "Amount Due to Employee" is 26.71 USD, and the "Amount Due to Supplier" is 0.00 USD. The "Total Taxable Expenses" are 0.00 USD. A certification message is displayed at the bottom, and the "Submit Expense Report" button is highlighted with a red box. A blue callout box points to the "Notes" icon, stating: "The Notes icon changes from [icon] to [icon] when comments exist."

Totals	
Employee Expenses (1 Line)	26.71 USD
Cash Advances Applied	0.00 USD
Amount Due to Employee	26.71 USD

Totals	
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD

Totals	
Total Taxable Expenses	0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

☐ **Submit Expense Report**

Review the certification message and then select the **Certification** checkbox.

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

*Business Purpose
Training

*Description
Travel for VISION training

Reference

Actions
...Choose an Action
GO

Totals
View Printable Version
View Analytics
Notes
Attachments

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Click the **Submit Expense Report** button.

The **Create Expense Report - Submit Confirmation** page displays.

Expense Report Submit Confirm

[Help](#)

Create Expense Report
Submit Confirmation
Colin Davidson

Totals

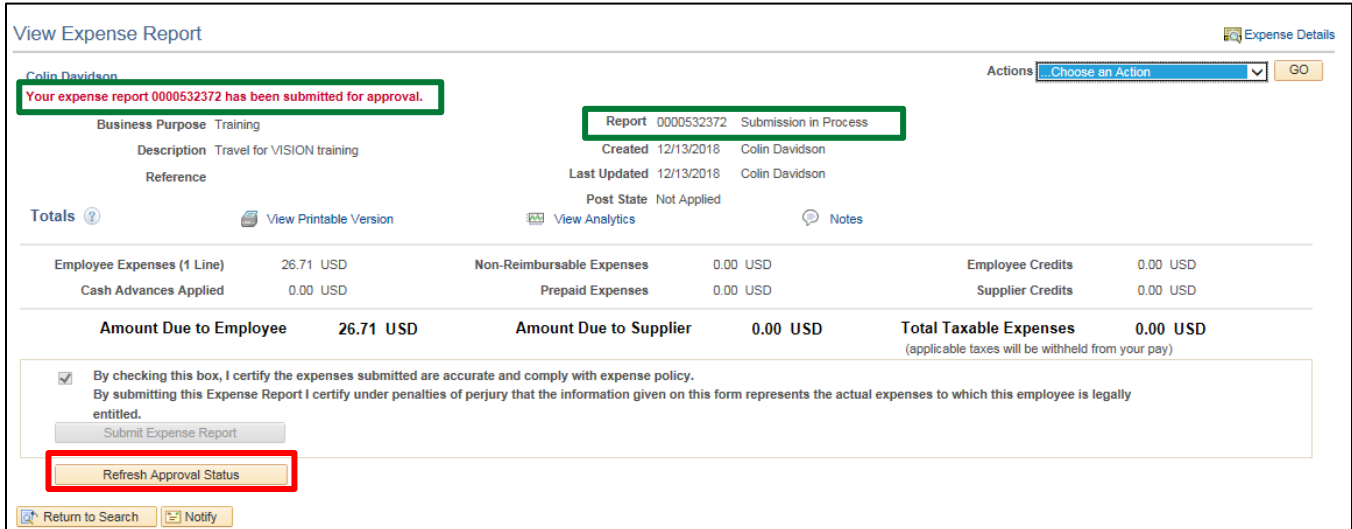
Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

OK

Cancel

Click the **OK** button.

The **View Expense Report - Submit** page displays with the message 'Your expense report (ER ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Your expense report 0000532372 has been submitted for approval.

Business Purpose: Training
 Description: Travel for VISION training
 Reference: Report: 0000532372 Submission in Process
 Created: 12/13/2018 Colin Davidson
 Last Updated: 12/13/2018 Colin Davidson
 Post State: Not Applied

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	26.71 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

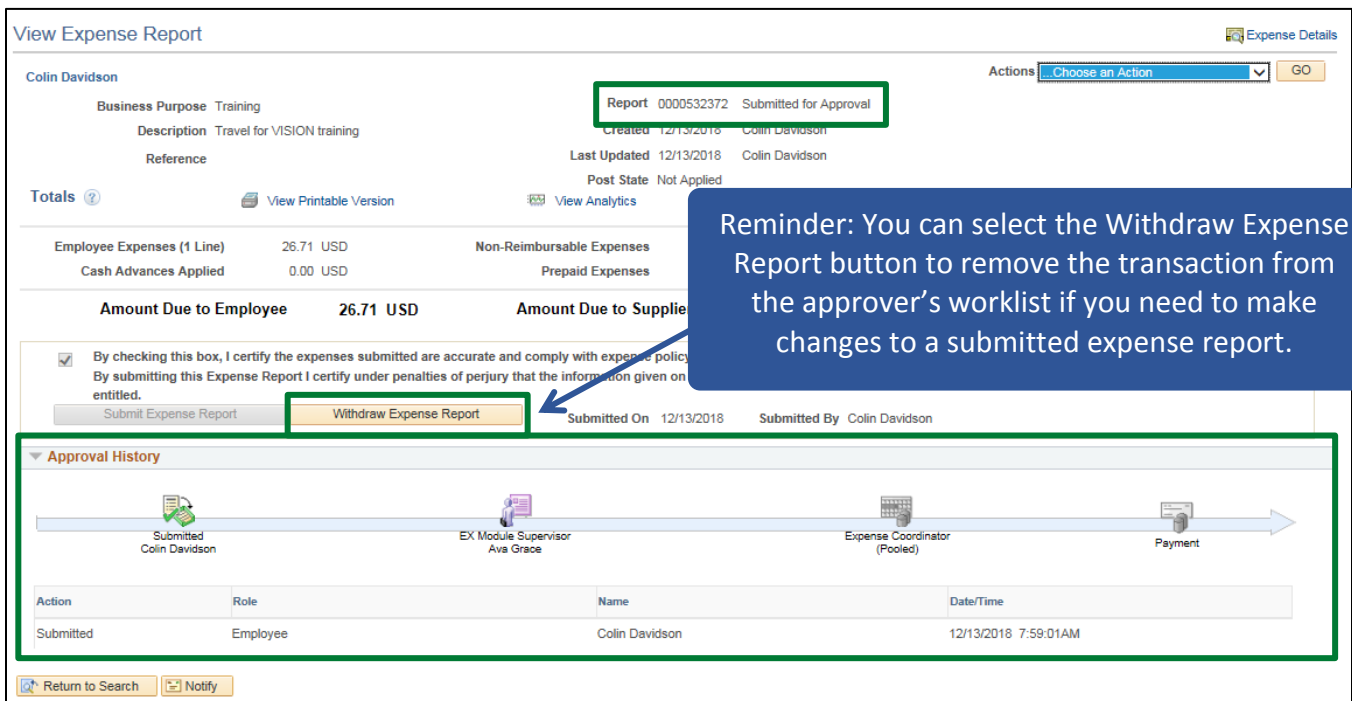
☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report **Refresh Approval Status**

Return to Search Notify

Click the **Refresh Approval Status** button.

The **Withdraw Expense Report** button displays and is enabled. The Approval History section displays the approval path for the expense, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



View Expense Report Expense Details

Colin Davidson Actions: Choose an Action GO

Business Purpose: Training
 Description: Travel for VISION training
 Reference: Report: 0000532372 Submitted for Approval
 Created: 12/13/2018 Colin Davidson
 Last Updated: 12/13/2018 Colin Davidson
 Post State: Not Applied

Totals View Printable Version View Analytics

Employee Expenses (1 Line)	26.71 USD	Non-Reimbursable Expenses	
Cash Advances Applied	0.00 USD	Prepaid Expenses	
Amount Due to Employee	26.71 USD	Amount Due to Supplier	

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report **Withdraw Expense Report** Submitted On: 12/13/2018 Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson → EX Module Supervisor Ava Grace → Expense Coordinator (Pooled) → Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/13/2018 7:59:01AM

Return to Search Notify

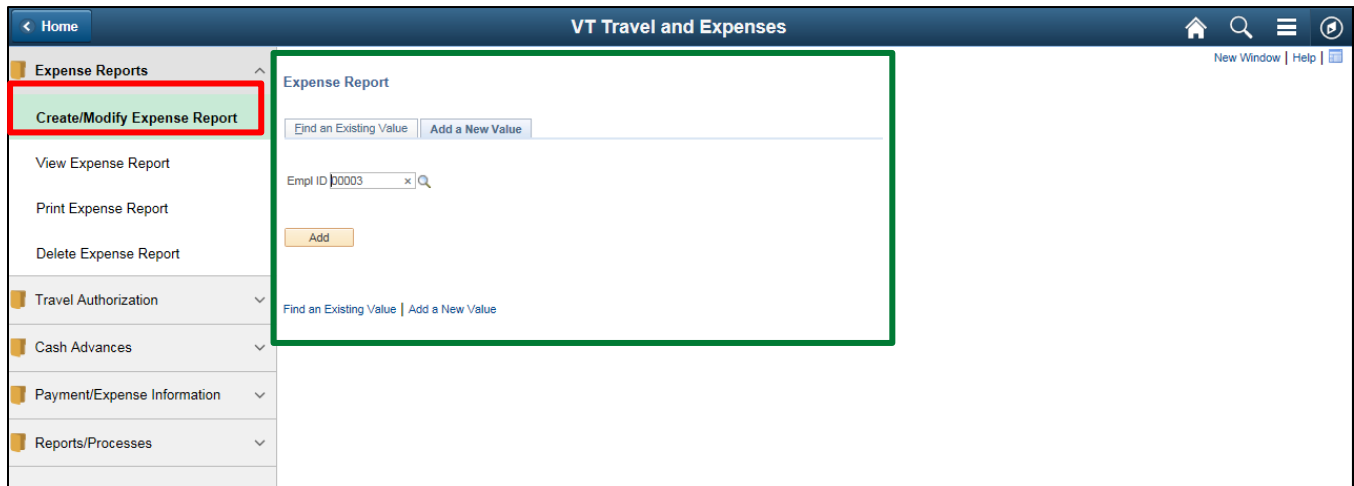
Reminder: You can select the Withdraw Expense Report button to remove the transaction from the approver's worklist if you need to make changes to a submitted expense report.

Start Expense Report from a Travel Authorization

Situations when this function is used: When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

NOTE: In the event you have an approved travel authorization, the following message box displays as a reminder.

An approved travel authorization exists. If applicable to this expense report, please choose the Quick Start Populate From "A Travel Authorization" and select the appropriate travel authorization.

OK

Click the **OK** button.

The **Create Expense Report - Details** page displays

Create Expense Report

Colin Davidson ?

[Save for Later](#) | [Summary and Submit](#)

*Business Purpose

*Report Description

Reference

Destination Location

[Attachments](#)

Quick Start A Travel Authorization GO

Expenses ?

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining

[Expand All](#) | [Collapse All](#)

Total 0.00 USD

Select **A Travel Authorization** from the Quick Start drop-down list.

Create Expense Report

Colin Davidson ?

[Save for Later](#) | [Summary and Submit](#)

*Business Purpose

*Report Description

Reference

Destination Location

[Attachments](#)

Quick Start A Travel Authorization GO

Expenses ?

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

254 characters remaining

[Expand All](#) | [Collapse All](#)

Total 0.00 USD

Click the **GO** button.

The **Copy from Approved Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.

Copy from Approved Travel Authorization
Help

From Date 09/13/2018 × 📅
To 01/13/2019 📅
Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30 USD	
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00 USD	

Return

NOTE: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to use for the expense report.

NOTE: In the event there is a cash advance associated with the travel authorization, the following message box displays as a reminder.

A cash advance payment was issued for this travel authorization. Please apply the cash advance to the expense report.

OK

Click the **OK** button.

The **Create Expense Report - Details** page displays. The expense report is populated with the data from the travel authorization and the Authorization ID displays.

Create Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

Destination Location

NEW YORK

*Report Description

Trip to Albany NY

Authorization ID

0000005199

Reference

Attachments

Actions

...Choose an Action

GO

Expenses

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total 285.30 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference 233 characters remaining	Employee	92.65	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div><input checked="" type="checkbox"/> Default Rate</div> <div>*Exchange Rate</div> <div>1.00000000</div>	<div><input type="checkbox"/> Non-Reimbursable</div> <div>Base Currency Amount</div> <div>92.65</div> <div>USD</div>		
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div><input type="checkbox"/> No Receipt</div>			
<div>*Destination Location</div> <div>NEW YORK</div>					
<div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div>					
<div>Accounting Details</div>					
12/13/2018	OUT MILES - FULL	Mileage from Conference 231 characters remaining	Employee	92.65	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div><input checked="" type="checkbox"/> Default Rate</div> <div>*Exchange Rate</div> <div>1.00000000</div>	<div><input type="checkbox"/> Non-Reimbursable</div> <div>Base Currency Amount</div> <div>92.65</div> <div>USD</div>		
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div><input type="checkbox"/> No Receipt</div>			
<div>*Destination Location</div> <div>NEW YORK</div>					
<div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div>					
<div>Accounting Details</div>					
12/12/2018	OUT LODGING	254 characters remaining Receipt Split	Employee	100.00	USD
<div>*Billing Type</div> <div>Non-Taxabl</div>		<div><input checked="" type="checkbox"/> Default Rate</div> <div>*Exchange Rate</div> <div>1.00000000</div>	<div><input type="checkbox"/> Non-Reimbursable</div> <div>Base Currency Amount</div> <div>100.00</div> <div>USD</div>		
<div>*Originating Location</div> <div>MONTPELIER VT</div>		<div><input type="checkbox"/> No Receipt</div>			
<div>*Location</div> <div>NEW YORK</div>					
<div>*Merchant</div> <div> <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred </div>					
<div>Hilton Hotels</div>					
<div>Accounting Details</div>					

Make the necessary changes to reflect the current expenses and attach any required receipts.
Click the **Save for Later** link.

[illegible]

The **Create Expense Report - Submit** page displays.

Create Expense Report

Save for Later

Expense Details

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Albany NY

Reference

Totals

View Printable Version

View Analytics

Employee Expenses (3 Lines)

285.30 USD

Non-Reimbursable Expenses

0.00 USD

Cash Advances Applied

0.00 USD

Prepaid Expenses

0.00 USD

Amount Due to Employee

285.30 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

0.00 USD

(Applicable taxes will be withheld from your pay)

Warning

Outstanding Cash Advance

Balance

300.00 USD

There are available Cash Advances that can be applied to this expense report.
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Add a Travel Authorization to an Existing Expense Report

Situations when this function is used: The travel authorization needs to be linked to an expense report after the report has been created.

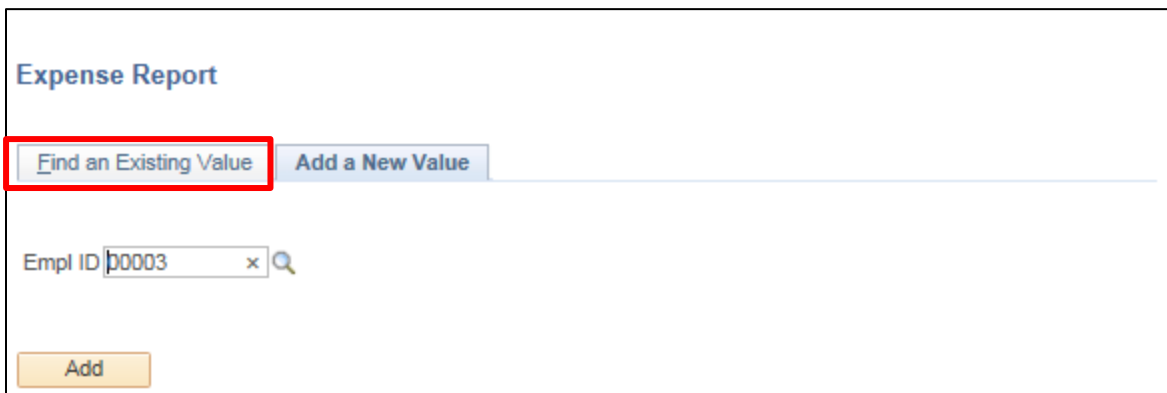
Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The screenshot shows the 'VT Travel and Expenses' application interface. On the left, a sidebar menu is visible with the 'Expense Reports' section expanded. Within this section, the 'Create/Modify Expense Report' option is highlighted with a red rectangular box. The main content area on the right displays the 'Expense Report' form, which includes tabs for 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is currently selected. Below the tabs, there is a text input field for 'Empl ID' containing the value '00003', followed by a search icon. An 'Add' button is located below the input field. The entire form area is enclosed in a green rectangular box.

The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



This is a close-up view of the 'Expense Report' form. At the top, the title 'Expense Report' is displayed. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is highlighted with a red rectangular box. Below the tabs, there is a text input field for 'Empl ID' containing the value '00003', followed by a search icon. An 'Add' button is located below the input field.

Click the **Find an Existing Value** tab.

The **Expense Report - Find an Existing Value** page displays.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

▼ **Search Criteria**

Report ID
begins with

Report Description
begins with

Name
begins with

Empl ID
begins with

Creation Date
=

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the **Modify Expense Report - Details** page will display.

Modify Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson
Sent Back For Revision
By: Grace, Ava
TA not attached

*Business Purpose
Conference

*Report Description
Trip to Florida Conference

Reference

Report
0000532374
Pending

Destination Location
FLORIDA

Attachments

Expenses
Expand All | Collapse All
Add: My Wallet (0) | Quick-Fill

						Total	502.70	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency			
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD			
12/10/2018	OUT MILES - FULL	Mileage to and from airport	Employee	32.70	USD			
12/10/2018	OUT LODGING		Employee	120.00	USD			
Total						502.70	USD	

Select **Associate Travel Authorization** from the Actions drop-down list.

Modify Expense Report Save for Later Summary and Submit

Colin Davidson ? Sent Back For Revision By: Grace, Ava TA not attached Actions Associate Travel Authorization GO

*Business Purpose Conference Report 0000532374 Pending

*Report Description Trip to Florida Conference Destination Location FLORIDA

Reference Attachments

Expenses ? Expand All Collapse All Add: My Wallet (0) Quick-Fill Total 502.70 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters remaining	Employee	120.00	USD

Expand All Collapse All Total 502.70 USD

Click the **GO** button.

The **Associate Travel Authorization** page displays a list of travel authorizations for the employee for the specified date range.

Associate Travel Authorization Help

From Date 09/13/2018 To 01/13/2019 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Albany NY	0000005199	12/12/2018	12/13/2018	285.30	USD
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00	USD

Return

NOTE: If you don't see the travel authorization you are looking for, it might be necessary to adjust the date range to include the authorization.

Click **Select** button for the travel authorization you wish to link to the expense report.

The **Modify Expense Report - Details** page displays with the Authorization ID and Detach TA button.

Modify Expense Report

[Save for Later](#)
[Summary and Submit](#)

Colin Davidson

Sent Back For Revision

By: Grace, Ava

TA not attached

Report 0000532374 Pending

Actions Choose an Action [GO](#)

*Business Purpose Conference

*Report Description Trip to Florida Conference

Reference

Destination Location FLORIDA

Authorization ID 0000005197

Detach TA

Attachments

Expenses

Expand All | Collapse All

Add: My Wallet (0) | Quick-Fill

Total 502.70 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
12/10/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee 227 characters remaining	Employee	350.00	USD
12/10/2018	OUT MILES - FULL	Mileage to and from airport 227 characters remaining	Employee	32.70	USD
12/10/2018	OUT LODGING	 254 characters remaining	Employee	120.00	USD

Expand All | Collapse All

Total 502.70 USD

Make the necessary changes to reflect the current expenses and attach any required receipts.

Click the **Save for Later** link.

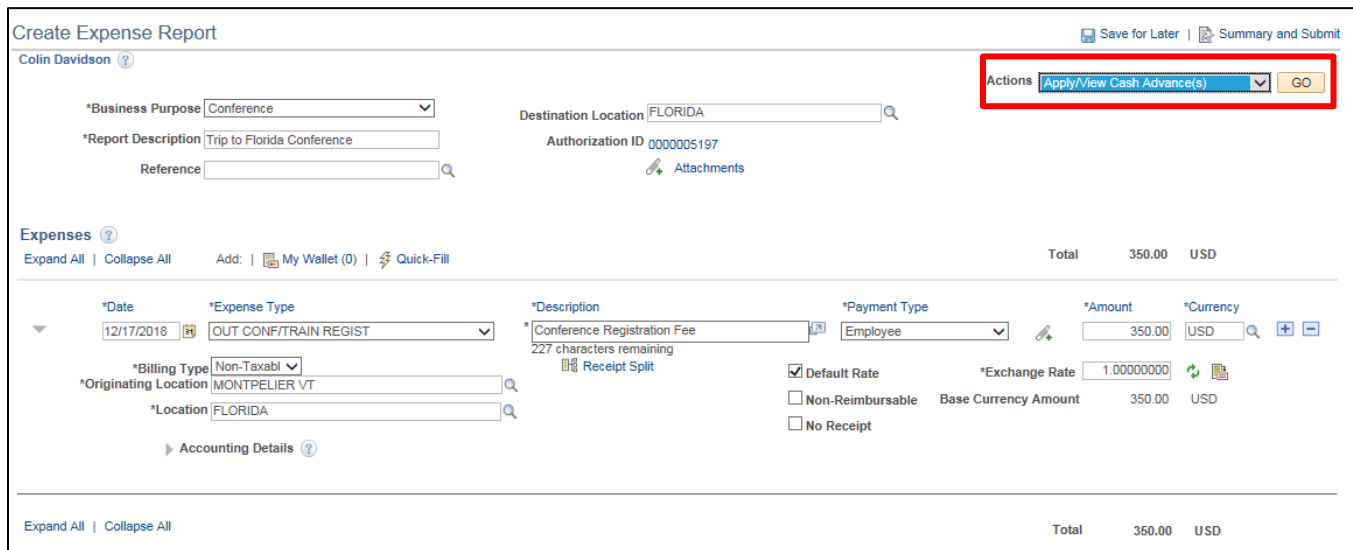
Apply a Cash Advance

Situations when this function is used: An outstanding cash advance needs to be applied to an expense report.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

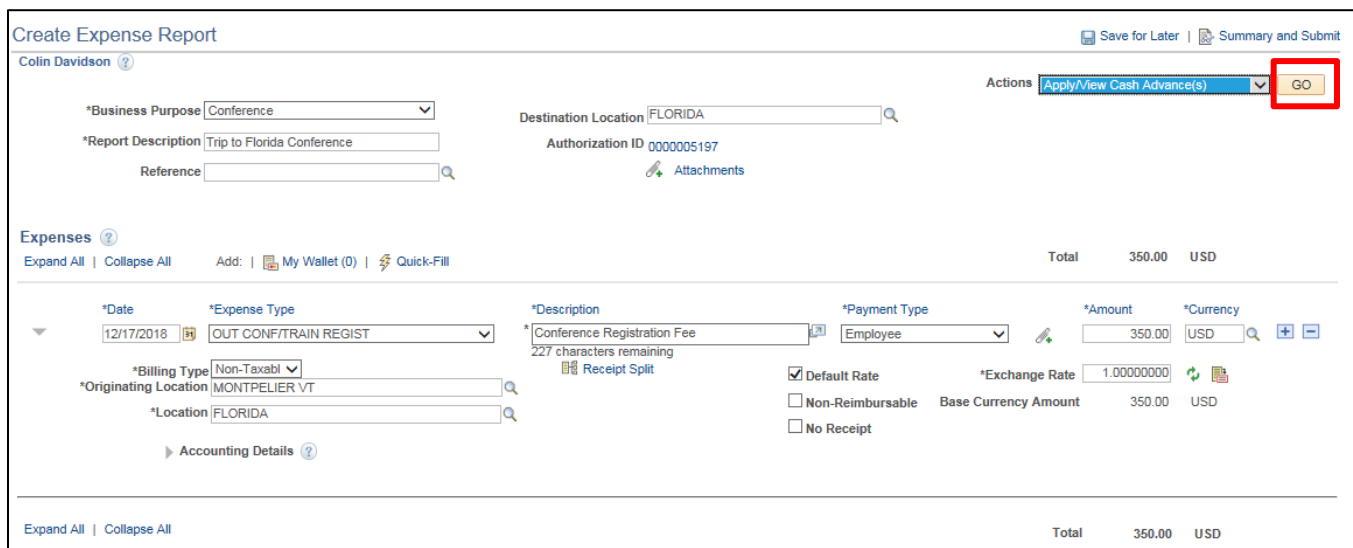
Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

NOTE: You can apply an advance from the *Create Expense Report – Details* page or the *Modify Expense Report Details* page.



The screenshot shows the 'Create Expense Report' form for Colin Davidson. The form includes fields for Business Purpose (Conference), Report Description (Trip to Florida Conference), Destination Location (FLORIDA), and Authorization ID (0000005197). The Expenses table shows a single entry for a Conference Registration Fee of 350.00 USD. The Actions dropdown menu is open, and the 'Apply/View Cash Advance(s)' option is selected and highlighted with a red box. The 'GO' button is also visible next to the dropdown.

Select **Apply/View Cash Advance(s)** from the Actions drop-down list.



This screenshot is identical to the previous one, showing the 'Create Expense Report' form. In this view, the 'GO' button next to the 'Apply/View Cash Advance(s)' dropdown is highlighted with a red box, indicating the next step in the process.


Click the **GO** button.

The **Apply Cash Advance(s)** page displays.

[Create Expense Report](#)
Apply Cash Advance(s)

Report ID [NEXT](#)

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied	
<input type="text" value=""/> 	0.000	0.00		0.00	USD

Add Cash Advance
Update Totals

Total Advance Applied
0.00 USD

Totals (1 Line)
350.00 USD

Total Due Employee
350.00 USD

OK

Click the **Look up Advance ID**  icon.

The **Look Up Advance ID** page displays the outstanding advances for the employee.

Look Up Advance ID
[Help](#)



Empl ID
00003

Date/Time Stamp
12/13/2018 10:25AM

Advance ID
begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100
First  1 of 1  Last

Advance ID	Advance Description	Balance	Currency Code
0000000833	(blank)	300	USD

Select the **Cash Advance** link that was created from the travel authorization that was populated to the expense report.

The Apply Cash Advance(s) page displays with the advance amount, the amount applied and any remaining advance balance.

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information				
*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000833	300.00	0.00 USD	1.00000000	300.00 USD

Add Cash Advance
Update Totals

Total Advance Applied 300.00 USD
Totals (1 Line) 350.00 USD
Total Due Employee 50.00 USD

The Total Advance Applied cannot be more than the Totals for the expense report or the Advance Amount.

OK

To apply a lower amount, enter that amount in the **Total Applied** field.

NOTE: See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.

Click the **OK** button.

Create Expense Report

Save for Later Summary and Submit

Colin Davidson

*Business Purpose Conference
*Report Description Trip to Florida Conference
Reference

Destination Location FLORIDA
Authorization ID 0000005197
Attachments

Actions Choose an Action GO

Expenses Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date 12/17/2018
*Expense Type OUT CONF/TRAIN REGIST
*Billing Type Non-Taxabl
*Originating Location MONTPELIER VT
*Location FLORIDA

*Description Conference Registration Fee
227 characters remaining
Receipt Split

*Payment Type Employee
*Amount 350.00
*Currency USD
*Exchange Rate 1.00000000
Base Currency Amount 350.00 USD

Total 350.00 USD

Click the **Summary and Submit** link.

The Totals are updated to reflect the cash advance amount applied and the total that is due to the employee.

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Florida Conference

Reference

Actions

...Choose an Action

GO

Totals

[View Printable Version](#)
[View Analytics](#)
[Notes](#)
[Attachments](#)

Employee Expenses (1 Line)	350.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	50.00 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

(applicable taxes will be withheld from your pay)

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

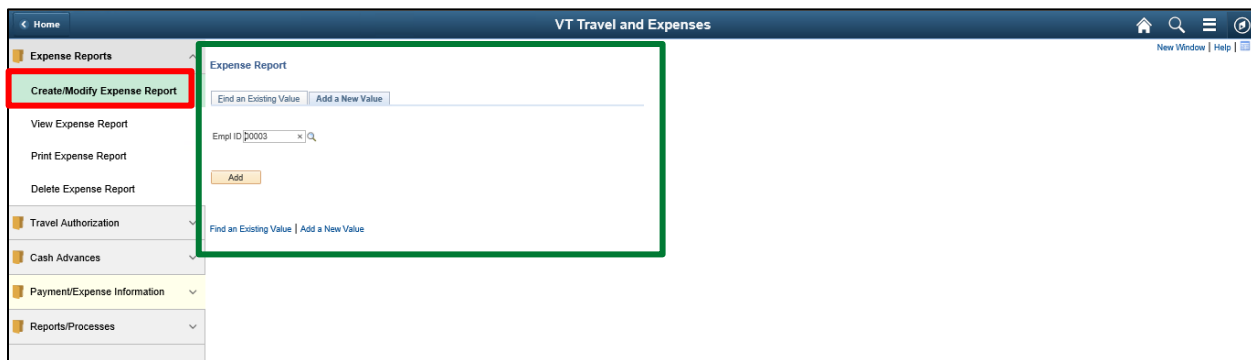
Modify an Expense Report

Situations when this function is used: An expense report can be modified if it has been saved for later or sent back for revision.

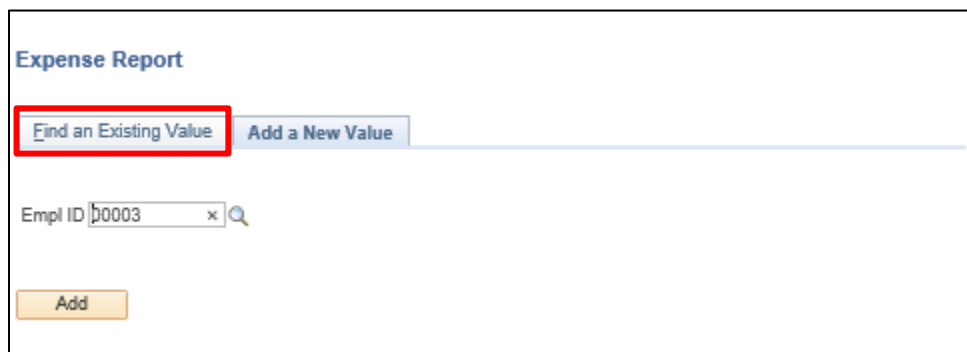
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

Home Page Tile Navigation: TE tile > Expense Reports > Create/Modify Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify



The **Expense Report - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Find an Existing Value** tab.

The **Expense Report - Find an Existing Value** page displays.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

▼ **Search Criteria**

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

Click the **Search** button.

Clicking the Search button will list all expense reports in a pending status or if there is only one, the **Modify Expense Report - Details** page will display.

Modify Expense Report

[Save for Later](#)
[Summary and Submit](#)

Sent Back For Revision By: Grace.Ava Please update the amount on line 1 and remove the duplicat

Report: 0000519319 Pending

Destination Location: NEW YORK

Authorization ID: 0000004754

[Attachments](#)

Expenses

Expand All | Collapse All Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	* Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	* Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	* Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	* Mileage from Conference to Home	Employee	109.00	USD

Comments entered by the approver when an expense report is sent back display at the top of the page.

Click the **Comments** link.

The **View Approver Comments** page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



View Approver Comments

Approver's Comments

Name: Grace_Ava

Action: Sent Back For Revision

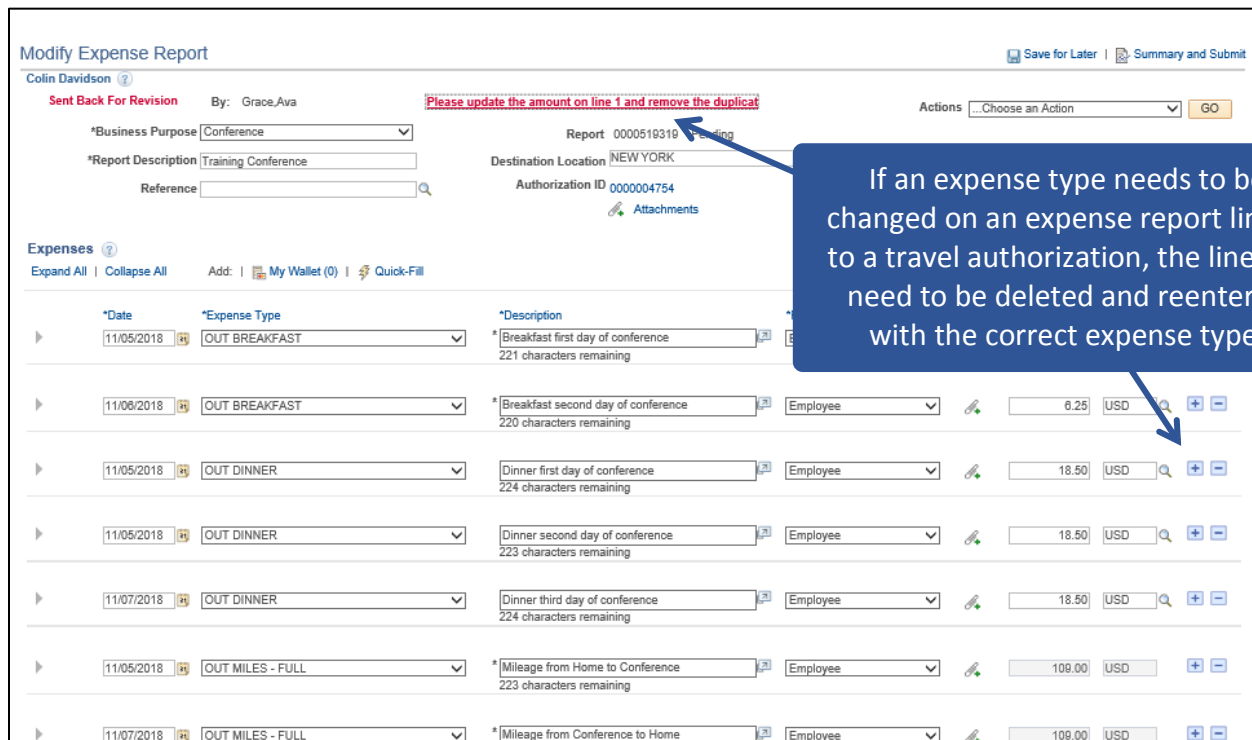
Date/Time: 11/07/2018 6:28:49PM

Comment: Please update the amount on line 1 and remove the duplicate dinner expense.

Return

Review the comment to see what changes need to be made to the expense report.

Click the **Return** button to return to **Modify Expense Report - Details** page.



Modify Expense Report

Colin Davidson

Sent Back For Revision By: Grace_Ava

Please update the amount on line 1 and remove the duplicate

Report: 0000519319 Pending

Destination Location: NEW YORK

Authorization ID: 0000004754

Attachments

Actions: ...Choose an Action GO

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

*Date	*Expense Type	*Description	*Amount	*Currency	*Status
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining			
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD	
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	18.50	USD	
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	18.50	USD	
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	18.50	USD	
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	109.00	USD	
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home	109.00	USD	

If an expense type needs to be changed on an expense report linked to a travel authorization, the line will need to be deleted and reentered with the correct expense type.

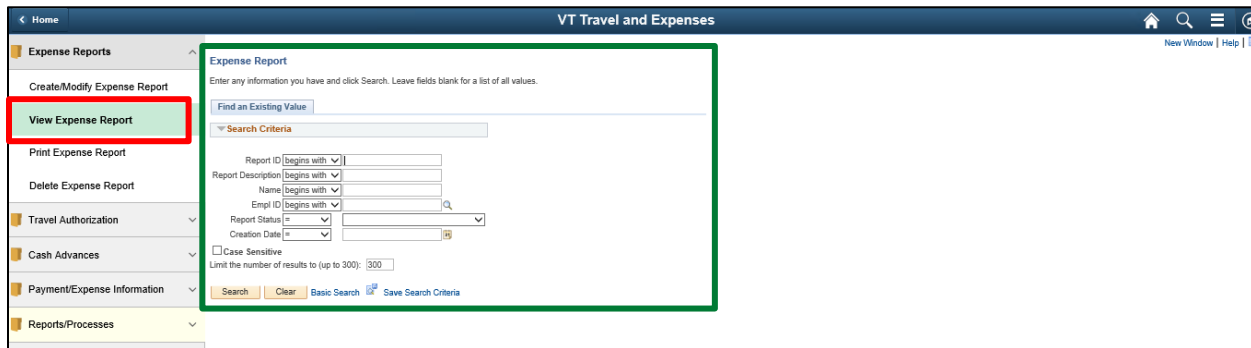
Changes can be made to the expense report like you would if you were entering the report. The expense report information is editable. See **Entering Expense Reports** for more instructions.

View Expense Reports

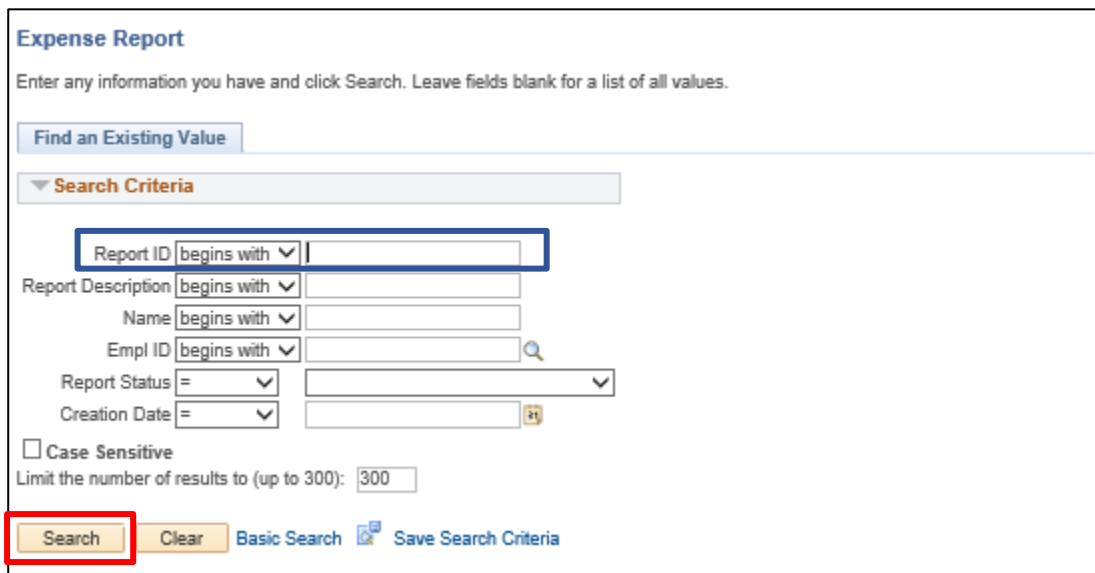
Situations when this function is used: Expense Reports are available to view in the system and it may not be necessary to print.

Home Page Tile Navigation: TE tile > Expense Reports > View Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > View



The **View Expense Report** search page displays in the work area.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by and adding additional criteria. If you know the expense report number that you want to view you can enter the number into the Report ID field.

To view all Expense Reports, click the [Search](#) button.

A list of expense reports displays in the search results.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Report ID

begins with

Report Description

begins with

Name

begins with

Empl ID

begins with

Report Status

=

Creation Date

=

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First 1-9 of 9 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325	RCN Example	Davidson,Colin	00003	In Process	11/16/2018
0000519323	Training in Burlington	Davidson,Colin	00003	Approved	11/09/2018
0000519322	Trip to New York Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519321	Trip To Florida Conference	Davidson,Colin	00003	Submitted	11/08/2018
0000519320	Trip to New York Conference	Davidson,Colin	00003	In Process	11/08/2018
0000519319	Training Conference	Davidson,Colin	00003	Pending	11/07/2018
0000519318	Training Conference	Davidson,Colin	00003	Submitted	11/05/2018
0000519317	Supplies for Training	Davidson,Colin	00003	Submitted	11/05/2018
0000519316	Mileage for Training	Davidson,Colin	00003	In Process	11/05/2018

Select the **Report ID** link for the expense report you would like to view.

The **View Expense Report - Summary** page displays.

View Expense Report

Expense Details

Colin Davidson

Business Purpose Training

Description Training in Burlington

Reference

Report 0000519323

Approved for Payment

Created 11/09/2018

Colin Davidson

Last Updated 11/09/2018

Mary Motor

Post State Not Applied

Notes

Totals

View Printable Version

View Analytics

Employee Expenses (2 Lines)	80.84 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	60.64 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report

Withdraw Expense Report

Submitted On 11/09/2018

Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

Return to Search

Previous in List

Next in List

Notify

The expense report information displays including the Totals, Notes and Status. All fields will be grayed out when viewing a report.

The Approval History displays the approval path and actions performed, who performed the action and the date/time the action was performed. Actions can include one or more of the following: Submitted, Approved, Sent Back for Revision, Resubmitted or Withdrawn.

Click the **Notes** link.

The **Expense Notes** page displays any comments entered by the employee and/or approver.

Expense Notes

Help

Add Notes

Notes

Personalize | Find | 21 | First 1-2 of 2 Last

Notes	Name	Role	Action Date/Time	
Sent Back For Revision - Please update the amount on line 1 and remove the duplicate dinner expense.	Ava Grace	EX Module Supervisor	11/07/2018 6:28:49PM	
Expense for Training Conference	Colin Davidson	Employee	11/07/2018 9:44:03AM	

OK Cancel

Click the **OK** button to return to the **View Expense Report - Summary** page.

View Expense Report

Expense Details

Colin Davidson

Business Purpose Training

Description Training in Burlington

Reference

Report 0000519323 Approved for Payment

Created 11/09/2018 Colin Davidson

Last Updated 11/09/2018 Mary Motor

Post State Not Applied

Totals

View Printable Version

View Analytics

Notes

Attachments (1)

Employee Expenses (2 Lines)	80.64 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	60.64 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

Submit Expense Report Withdraw Expense Report

Submitted On 11/09/2018 Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	11/09/2018 10:29:04AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:31:10AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	11/09/2018 11:34:58AM	
Resubmitted	Employee	Colin Davidson	11/09/2018 10:37:45AM	
Approved	EX Module Supervisor	Ava Grace	11/09/2018 11:40:02AM	
Approved	Expense Coordinator	Mary Motor	11/09/2018 11:42:35AM	

Click the **Expense Details** link.










The **View Expense Report - Details** page displays the expense report line information.



View Expense Report
[Summary and Submit](#)

Colin Davidson
Sent Back For Revision
By: Grace.Ava
Please update the amount on line 1 and remove the duplicat
Actions: Choose an Action GO

Business Purpose: Conference
Report: 0000519319 Pending
Report Description: Training Conference
Authorization ID: 0000004754
Reference:

Expenses
Expand All Collapse All

	*Date	*Expense Type	*Description	*Payment Type		*Amount	*Currency
	11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee		10.00	USD
	11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee		6.25	USD
	11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee		18.50	USD
	11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee		18.50	USD
	11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee		18.50	USD
	11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee		109.00	USD
	11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	Employee		109.00	USD
	11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	Employee		300.00	USD
	09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	Employee		27.25	USD
Expand All Collapse All					Total	617.00	USD

The line Attachment icon will display as  when an attachment has been added to the line. The icon will display as  when there is no attachment.

Click the line **Attachment**  icon.

The **Expense Line Attachments** page displays.

Expense Line Attachments

Report ID: 0000519319
Date: 11/05/2018
Expense Type: OUT CONF/TRAIN REGIST
Amount: 300.00 USD

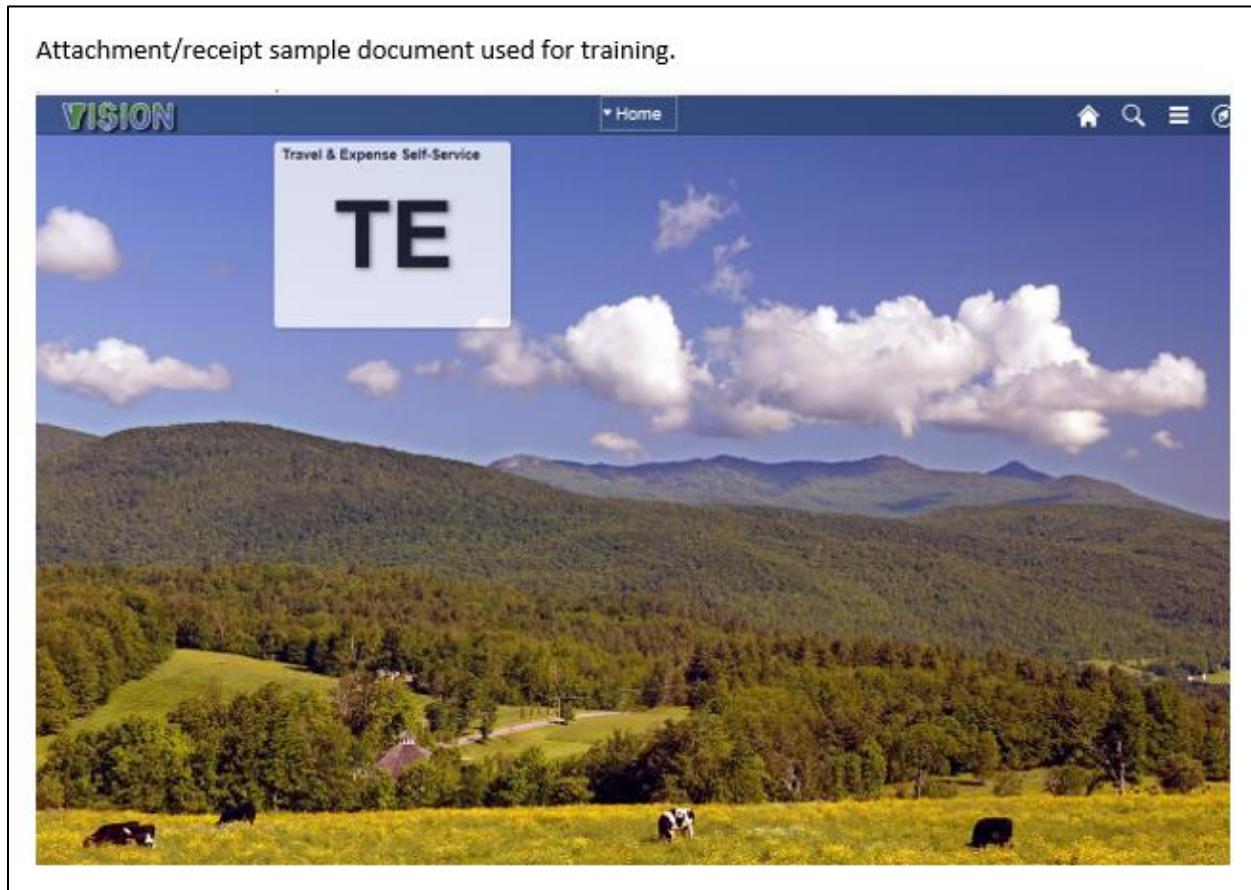
Details
Personalize Find View All First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
Test Attachment.docx	Receipt for Conference	CDavidso	Colin Davidson	11/07/2018 9:44:12AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK
Cancel

Click the [File Name](#) link to view the attachment.



Close the attachment and click the [OK](#) button on the Expense Line Attachments page.

View Expense Report
[Summary and Submit](#)

Colin Davidson
By: Grace_Ava
Please update the amount on line 1 and remove the duplicat
Report 0000519319 Pending
Authorization ID 0000004754
Actions ...Choose an Action GO


Business Purpose Conference
Report Description Training Conference
Reference

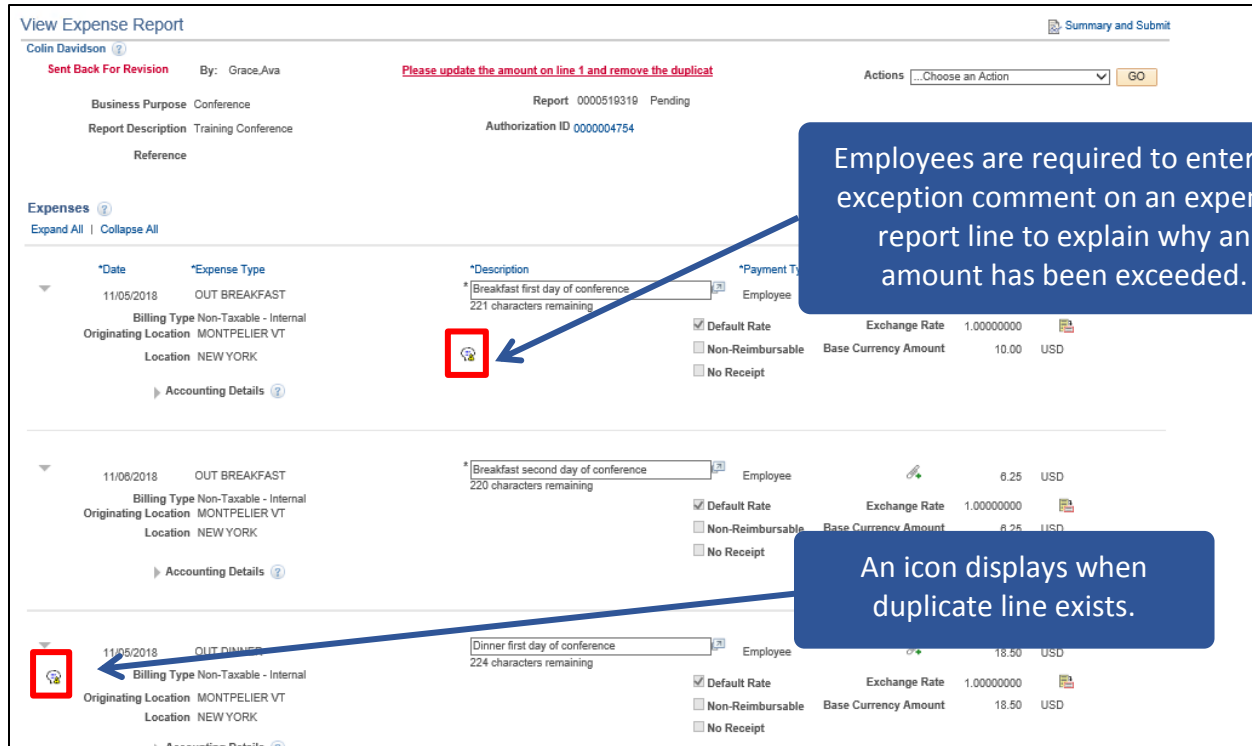
Expenses
Expand All Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	8.25	USD
11/05/2018	OUT DINNER	Dinner first day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT DINNER	Dinner second day of conference 223 characters remaining	Employee	18.50	USD
11/07/2018	OUT DINNER	Dinner third day of conference 224 characters remaining	Employee	18.50	USD
11/05/2018	OUT MILES - FULL	*Mileage from Home to Conference 223 characters remaining	Employee	109.00	USD
11/07/2018	OUT MILES - FULL	*Mileage from Conference to Home 223 characters remaining	Employee	109.00	USD
11/05/2018	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	Employee	300.00	USD
09/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	Employee	27.25	USD
Total				617.00	USD

Expand All Collapse All

Click the **Expand All** link to display the expense line details.

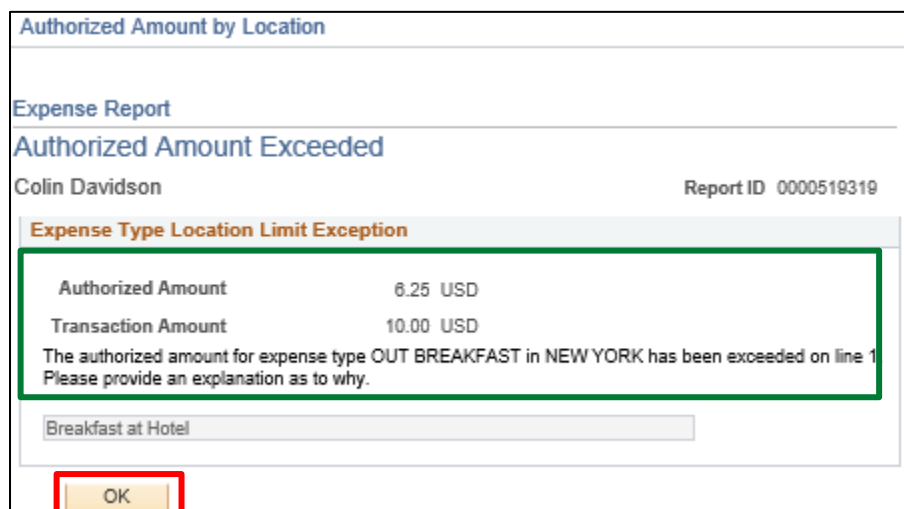
If the expense report has any exceptions, an  icon will display.



Click the **Exceptions**  icon.

The **Expense Report - Authorized Amount Exceeded** page or the **View Exceptions Comments and Risks** page displays depending on the exception.

The **Expense Report - Authorized Amount Exceeded** page displays the authorized and transactions amounts and the exception comment explaining why the amount was exceeded.



Click the **OK** button.

The View Exceptions Comments and Risks page will show all exceptions for the expense report.

[View Expense Report](#)
[View Exception Comments and Risks](#)

Report ID 0000519319

General Information
 Report Description Training Conference
 Conference
 Reference

Exception Information

Line	Exception	Comment
1 OUT BREAKFAST	Amount Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 4, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
4 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000519319. Date 2018-11-05, Amt Spent 18.5 USD.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.
9 IN MILES - FULL	None	No exceptions associated with this line.

[Return To Expense Report](#)

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Employees are required to enter an exception comment on an expense report line to explain why an amount has been exceeded.

VISION defaults a comment when a duplicate line exists identifying the expense report ID, line, date and amount that is duplicated.

Click the [Return To Expense Report](#) link.

The **View Expense Report - Details** page displays.

View Expense Report

Summary and Submit

Colin Davidson

Sent Back For Revision

By: Grace,Ava

Please update the amount on line 1 and remove the duplicat

Report 0000519319 Pending

Authorization ID 0000004754

Actions Choose an Action

GO

Business Purpose Conference

Report Description Training Conference

Reference

Expenses

Expand All Collapse All

	Total	€17.00	USD
<div> <div>11/05/2018</div> <div>OUT BREAKFAST</div> <div> <div>Billing Type Non-Taxable - Internal</div> <div>Originating Location MONTPELIER VT</div> <div>Location NEW YORK</div> <div>Accounting Details</div> </div> </div>	<div> <div>*Description</div> <div>Breakfast first day of conference</div> <div>221 characters remaining</div> </div>	<div> <div>*Payment Type</div> <div>Employee</div> <div> <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt </div> </div>	<div> <div>*Amount</div> <div>10.00</div> <div>USD</div> </div>
<div> <div>11/06/2018</div> <div>OUT BREAKFAST</div> <div> <div>Billing Type Non-Taxable - Internal</div> <div>Originating Location MONTPELIER VT</div> <div>Location NEW YORK</div> <div>Accounting Details</div> </div> </div>	<div> <div>*Description</div> <div>Breakfast second day of conference</div> <div>220 characters remaining</div> </div>	<div> <div>*Payment Type</div> <div>Employee</div> <div> <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt </div> </div>	<div> <div>*Amount</div> <div>6.25</div> <div>USD</div> </div>
<div> <div>11/05/2018</div> <div>OUT DINNER</div> <div> <div>Billing Type Non-Taxable - Internal</div> <div>Originating Location MONTPELIER VT</div> <div>Location NEW YORK</div> <div>Accounting Details</div> </div> </div>	<div> <div>*Description</div> <div>Dinner first day of conference</div> <div>224 characters remaining</div> </div>	<div> <div>*Payment Type</div> <div>Employee</div> <div> <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt </div> </div>	<div> <div>*Amount</div> <div>18.50</div> <div>USD</div> </div>

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The Accounting Details section expands and displays the ChartField information.

View Expense Report
Summary and Submit

Colin Davidson
Sent Back For Revision
By: Grace.Ava
Please update the amount on line 1 and remove the duplicate
Actions: Choose an Action GO

Business Purpose: Conference
Report: 0000519319 Pending
Authorization ID: 0000004754
Report Description: Training Conference
Reference:

Expenses
Expand All Collapse All
Total: 617.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/05/2018	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	Employee	10.00	USD
Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK					
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt					
Exchange Rate: 1.00000000 Base Currency Amount: 10.00 USD					
Accounting Details					
Chartfields					
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund Dept Program Class Project
10.00	08100	10.00	USD	1.00000000	20105 8100002000 59290 Z0017 ZMVT 000-

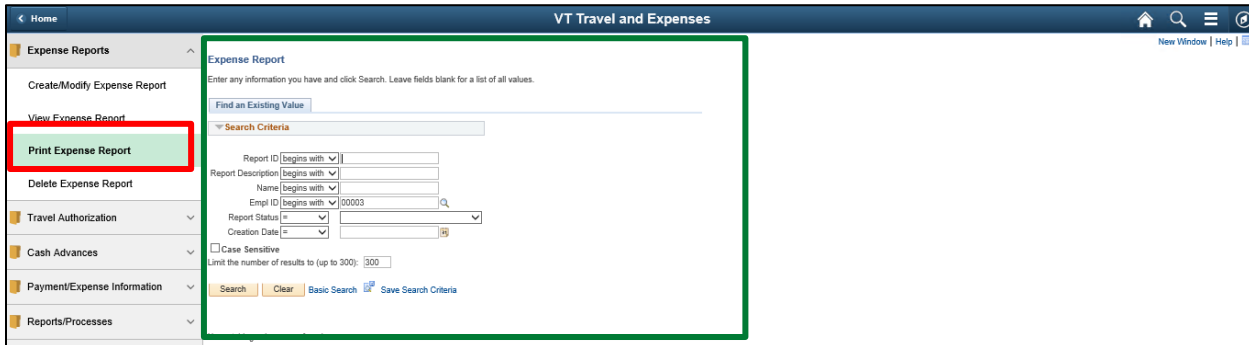
*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
11/06/2018	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	Employee	6.25	USD
Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK					
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt					
Exchange Rate: 1.00000000 Base Currency Amount: 6.25 USD					
Accounting Details					
Chartfields					
Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund Dept Program Class Project
6.25	08100	6.25	USD	1.00000000	20105 8100002000 59290 Z0017 ZMVT 000-

Print an Expense Report

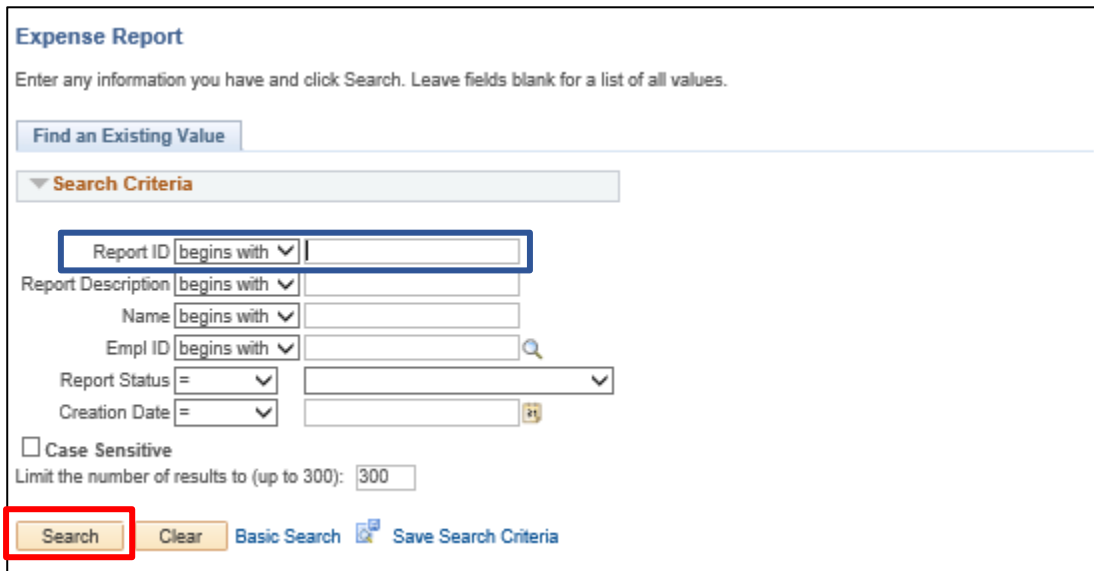
Situations when this function is used: Expense reports needs to be printed.

Home Page Tile Navigation: TE tile > Expense Reports > Print Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Print



The **Print Expense Report** search page displays in the work area.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by and adding additional criteria. If you know the expense report number that you want to print you can enter the number into the Report ID field.

To view all Expense Reports, click the **Search** button.

A list of expense reports displays in the search results.

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#)

▼ **Search Criteria**


Report ID begins with

Report Description begins with

Name begins with


Empl ID begins with 

Report Status = ▼

Creation Date = ▼ 

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

[Save Search Criteria](#)

Search Results


View All First 1-9 of 9 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000519325 RCN Example		Davidson, Colin	00003	In Process	11/16/2018
0000519323 Training in Burlington		Davidson, Colin	00003	Approved	11/09/2018
0000519322 Trip to New York Conference		Davidson, Colin	00003	Submitted	11/08/2018
0000519321 Trip To Florida Conference		Davidson, Colin	00003	Submitted	11/08/2018
0000519320 Trip to New York Conference		Davidson, Colin	00003	In Process	11/08/2018
0000519319 Training Conference		Davidson, Colin	00003	Pending	11/07/2018
0000519318 Training Conference		Davidson, Colin	00003	Submitted	11/05/2018
0000519317 Supplies for Training		Davidson, Colin	00003	Submitted	11/05/2018
0000519316 Mileage for Training		Davidson, Colin	00003	In Process	11/05/2018

Select the [Report ID](#) link for the expense report you want to print.

The **Print Expense Report** page displays the expense report information.

Expense Report

 [Print Expense Report](#)

Colin Davidson Description Training in Burlington Report 0000519323 Approved for Payment Employee ID 00003


Business Purpose Training


Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
11/02/2018	IN MILES - FULL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	57.23 USD	1.00000000	57.23 USD
Travel from Wolcott to Burlington and back							BURLINGTON VT	
11/02/2018	IN BREAKFAST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee	3.41 USD	1.00000000	3.41 USD
Breakfast due to early departure from Wolcott							BURLINGTON VT	
Employee Expenses		60.64 USD	Non-Reimbursable Expenses		0.00 USD	Amount Due to Supplier		0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee		60.64 USD
						Total Taxable Expenses		0.00 USD
(applicable taxes will be withheld from your pay)								

[Return to Expense Report](#)
[Expense Report | Expense Receipt](#)

Click the **Print Expense Report** link.

The printable version of the expense report displays in a new window.

File Edit Go to Favorites Help
 Page Safety Tools



Expense Report

Report 0000519323	Employee ID 00003	Comments :
Employee Colin Davidson	Business Purpose Training	

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Taxable	Payment Type	Transaction Amount	Exchange Rate	Amount
11/02/2018	IN MILES - FULL					Employee	57.23 USD	1.00	57.23 USD
Travel from Wolcott to Burlington and back							BURL		
11/02/2018	IN BREAKFAST					Employee	3.41 USD	1.00	3.41 USD
Breakfast due to early departure from Wolcott							BURL		

Expense Report Totals	
Employee Expenses	60.64 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD
Total Taxable Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	60.64 USD

Employee Name	Department	Entered By user	Range	Creation Date	Print Date	Page Number
	000002000	CDAVBSO		11/08/2018	11/20/2018	Page 1 of 2

Follow the instructions you currently use to print from your browser.

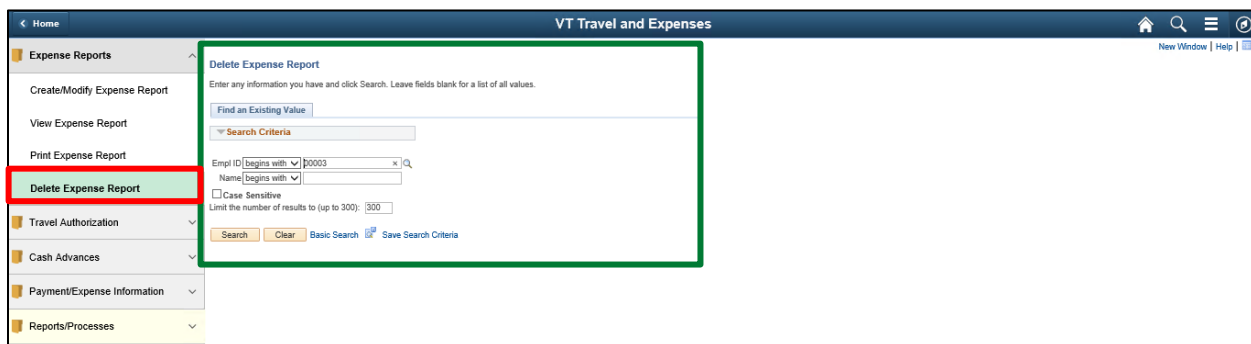
Delete an Expense Report

Situations when this function is used: Expense reports can be deleted only when they are in a pending status. An expense report might need to be deleted when it is a duplicate or is no longer needed.

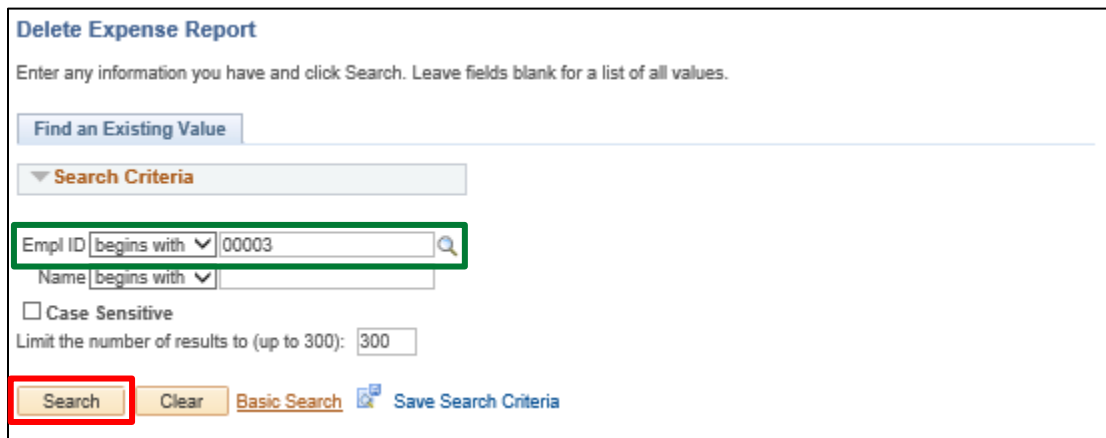
NOTE: *If the report is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.*

Home Page Tile Navigation: TE tile > Expense Reports > Delete Expense Report

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Delete

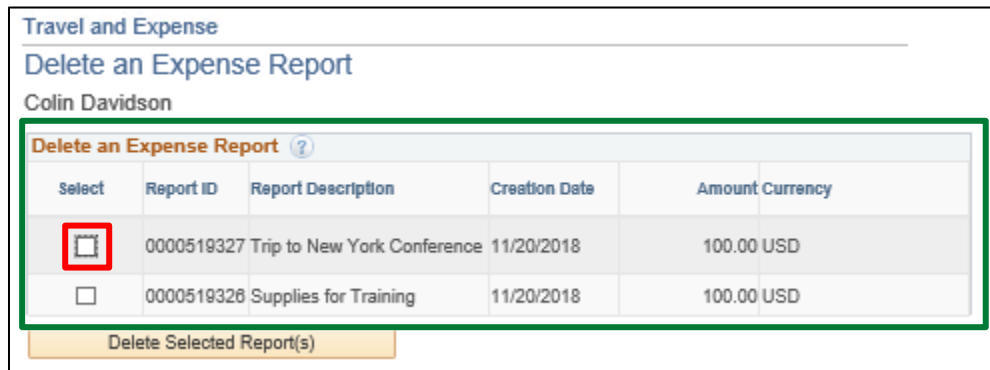


The Delete Expense Report search page displays in the work area and the Empl ID automatically defaults.



Click the **Search** button.

The **Travel and Expense - Delete an Expense Report** page displays. Any expense report with a 'Pending' status will display and is eligible to be deleted.

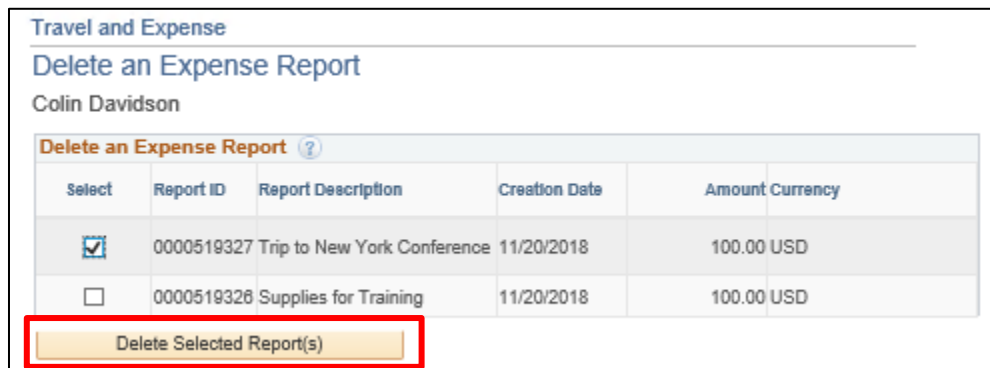


Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000519327	Trip to New York Conference	11/20/2018	100.00	USD
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

If the expense report you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the expense report you want to delete, by clicking the **Select** checkbox. You can delete multiple expense reports by selecting multiple checkboxes.

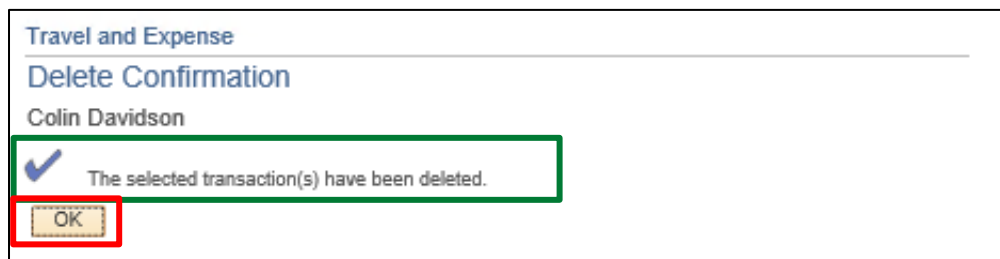


Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000519327	Trip to New York Conference	11/20/2018	100.00	USD
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

Click the **Delete Selected Report(s)** button.

A **Delete Confirmation** page displays informing you that the selected expense report has been deleted.



The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The **Travel and Expense - Delete Approved Expense Report** page displays.

Travel and Expense

Delete an Expense Report

Colin Davidson

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000519326	Supplies for Training	11/20/2018	100.00	USD

Delete Selected Report(s)

The deleted expense report no longer displays and will not be available to view, modify, or print.

TRAVEL AUTHORIZATIONS

Entering Travel Authorizations

CREATE Travel Authorization from Blank

The Basics:

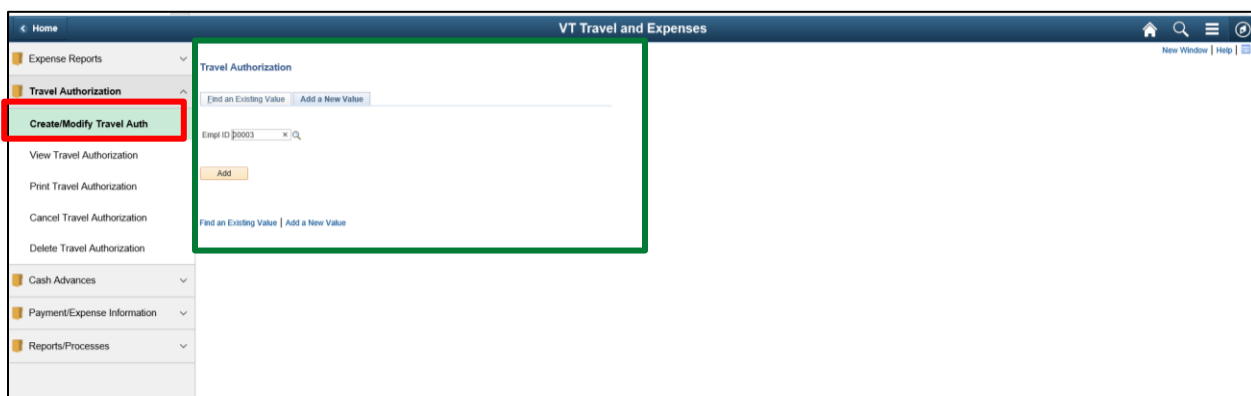
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods** - Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache** - To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later** - After every couple of lines on your travel authorization, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. An approved **on-line Travel Authorization is required for all cash advance** requests.
6. **Third Party Payments/Reimbursements** - The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.
7. **Encumbrance** - All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

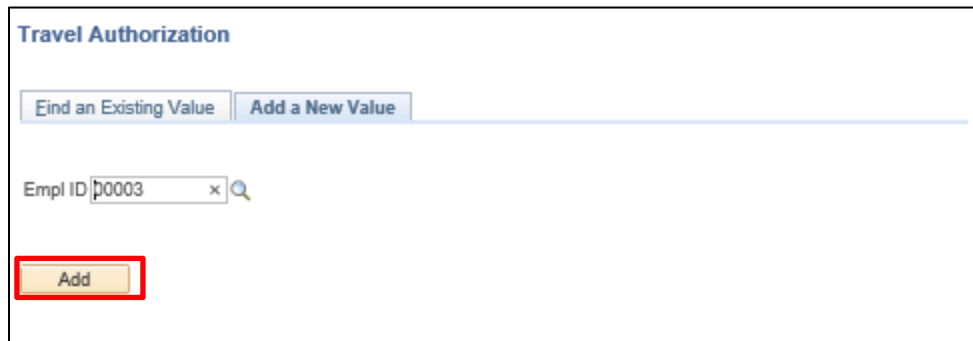
Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



The **Travel Authorization - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Travel Authorization

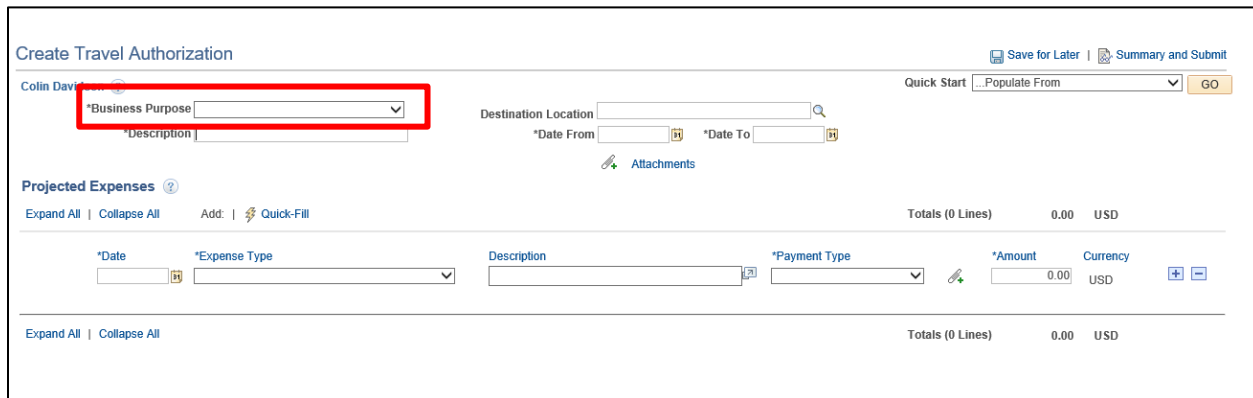
Find an Existing Value | **Add a New Value**

Empl ID: p0003

Add

Click the **Add** button.

The **Create Travel Authorization - Details** page displays.



Create Travel Authorization

Colin Davidson | Save for Later | Summary and Submit

*Business Purpose: [Dropdown] | Destination Location: [Field] | Quick Start: [Populate From] | GO

*Date From: [Field] | *Date To: [Field] | Attachments: [Icon]

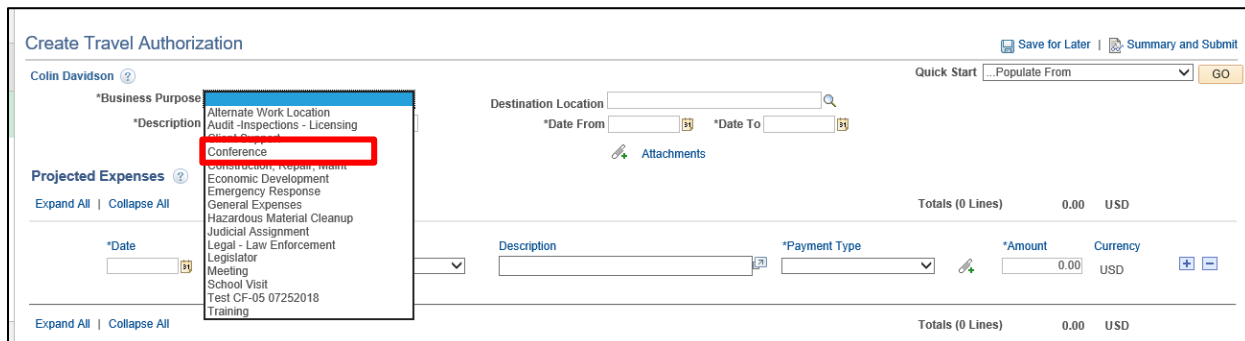
Projected Expenses

Expand All | Collapse All | Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
[Field]	[Dropdown]	[Field]	[Dropdown]	0.00	USD

Totals (0 Lines) | 0.00 | USD

Click the drop-down arrow to choose the **Business Purpose**.



Create Travel Authorization

Colin Davidson | Save for Later | Summary and Submit

*Business Purpose: [Dropdown Menu Open] | Destination Location: [Field] | Quick Start: [Populate From] | GO

*Date From: [Field] | *Date To: [Field] | Attachments: [Icon]

Projected Expenses

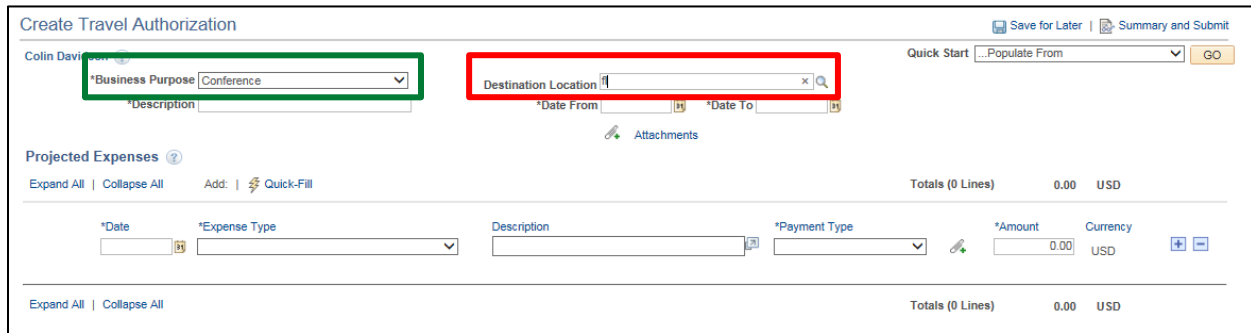
Expand All | Collapse All | Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
[Field]	[Dropdown]	[Field]	[Dropdown]	0.00	USD

Totals (0 Lines) | 0.00 | USD

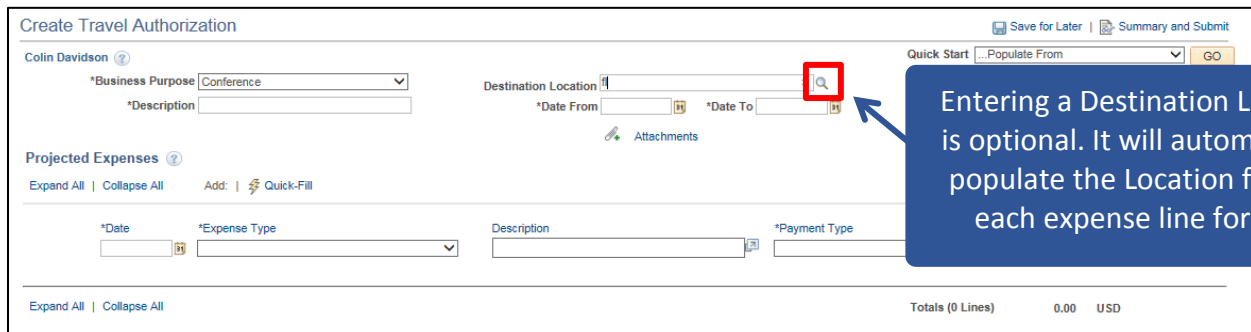
Select the option that most closely identifies the purpose of the trip.

Choose a **Destination Location**



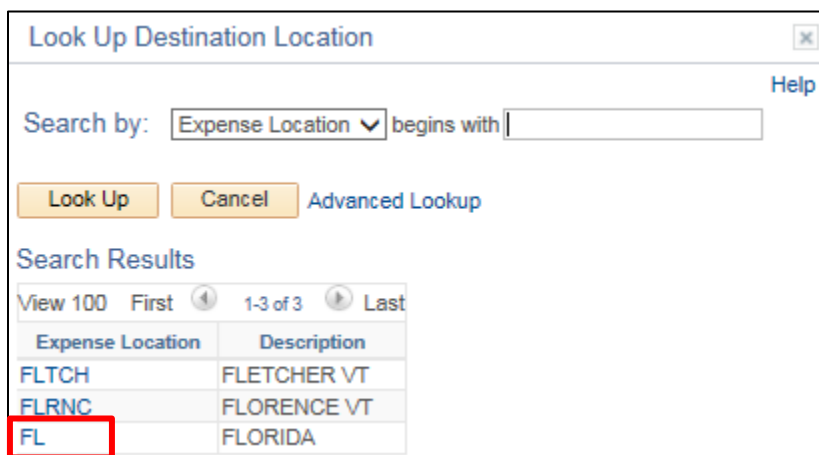
NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country.

Enter the first three letters into the **Destination Location** field. This location should be the furthest point travelled during the trip.



Click the **Destination Location** look up  icon.

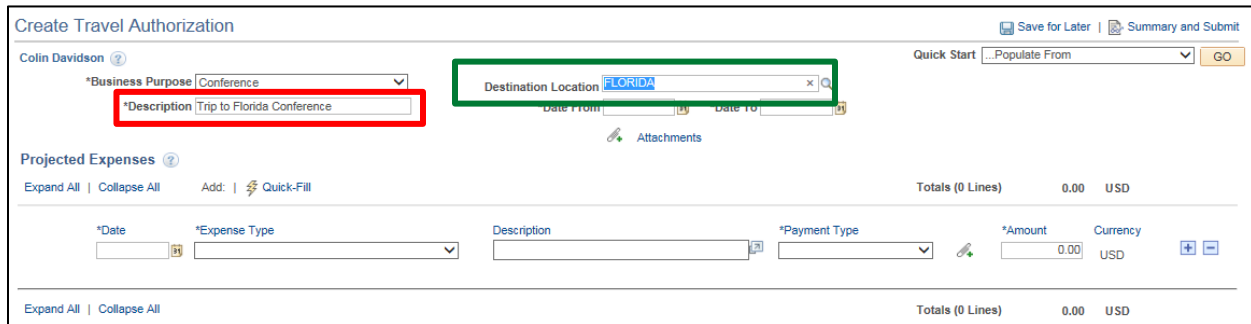
The **Look Up Destination Location** page displays.



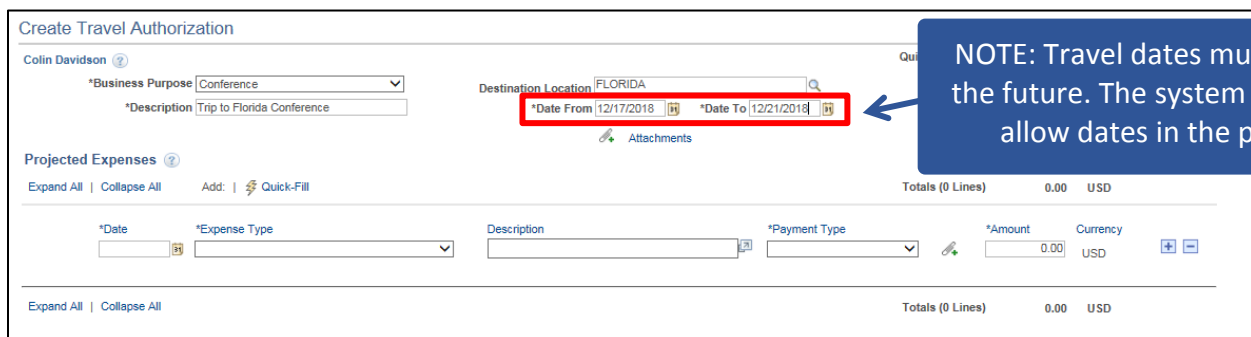
Expense Location	Description
FLTCH	FLETCHER VT
FLRNC	FLORENCE VT
FL	FLORIDA

Select the **Expense Location** link.

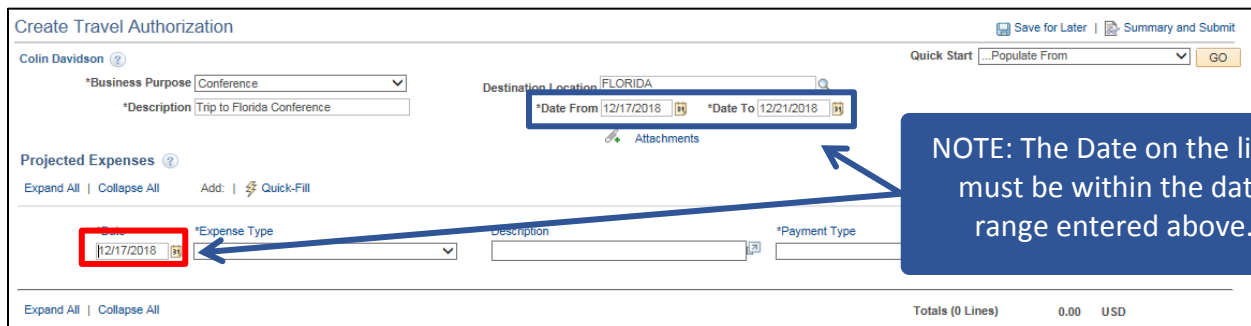
The **Create Travel Authorization - Details** page displays the Destination Location selected.



Enter a short, meaningful description for the trip into the **Description** field.



Enter the date the trip will start on into the **Date From** field and the end date of the trip into the **Date To** field.



In the Projected Expenses section, enter the estimated **Date** of the expense.

Create Travel Authorization

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Quick Start: ...Populate From GO

Attachments

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Travel Authorization

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: Out of Country

*Date From: 12/17/2018 *Date To: 12/27/2018

Quick Start: ...Populate From GO

Attachments

Projected Expenses ?

Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018				0.00	USD

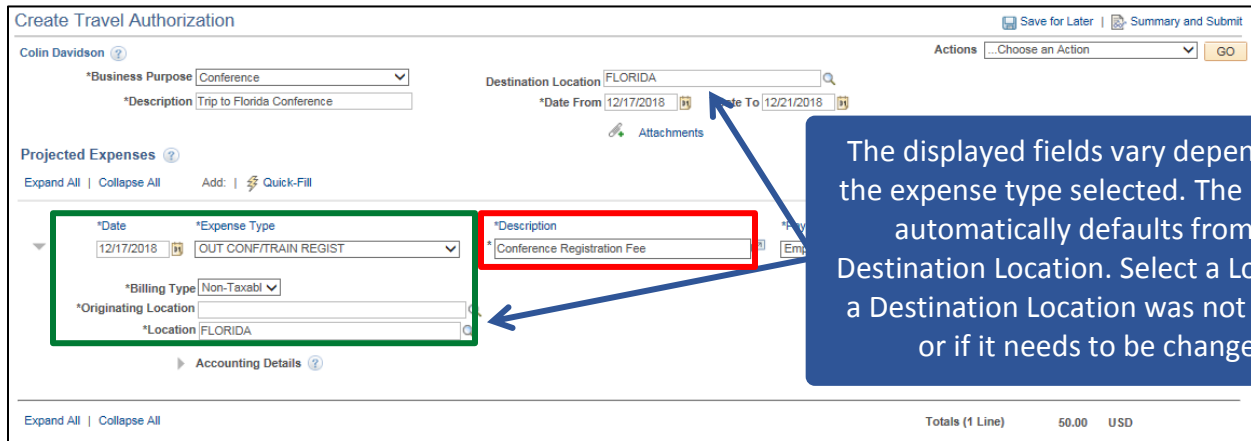
Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the appropriate **Expense Type** from the list provided.

The expense type displays along with the additional fields that need to be populated.



Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	*Description	*Amount
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	50.00

*Billing Type: Non-Taxabl

*Originating Location

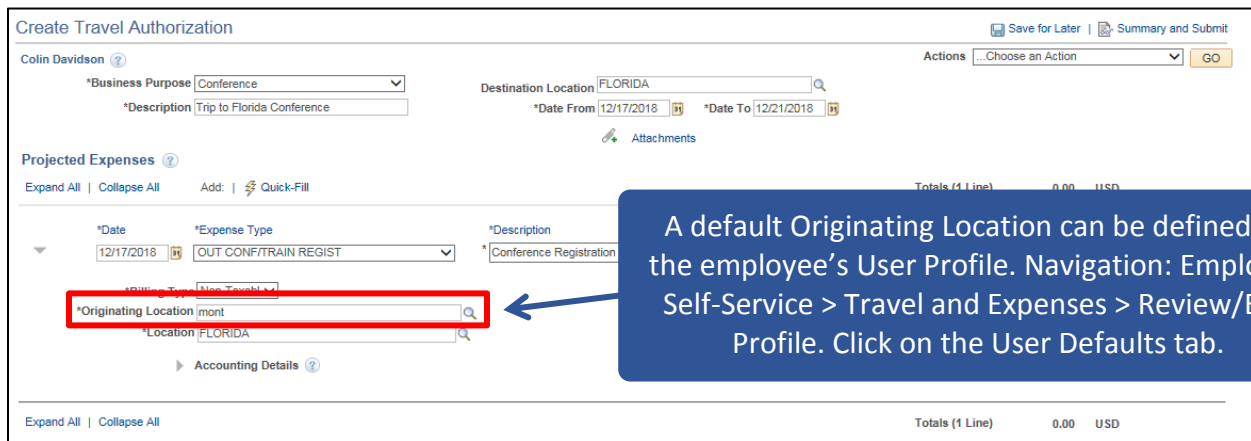
*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (1 Line) 50.00 USD

Enter an explanation of the expense in the **Description** field on the line.



Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: | Quick-Fill

*Date	*Expense Type	*Description	*Amount
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration	0.00

*Billing Type: Non-Taxabl

*Originating Location: mont

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments


Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location: mont 

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Click the **Originating Location** look up  icon.

The **Look Up** page displays the locations that match your criteria.

Look Up

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 350.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Location: FLORIDA

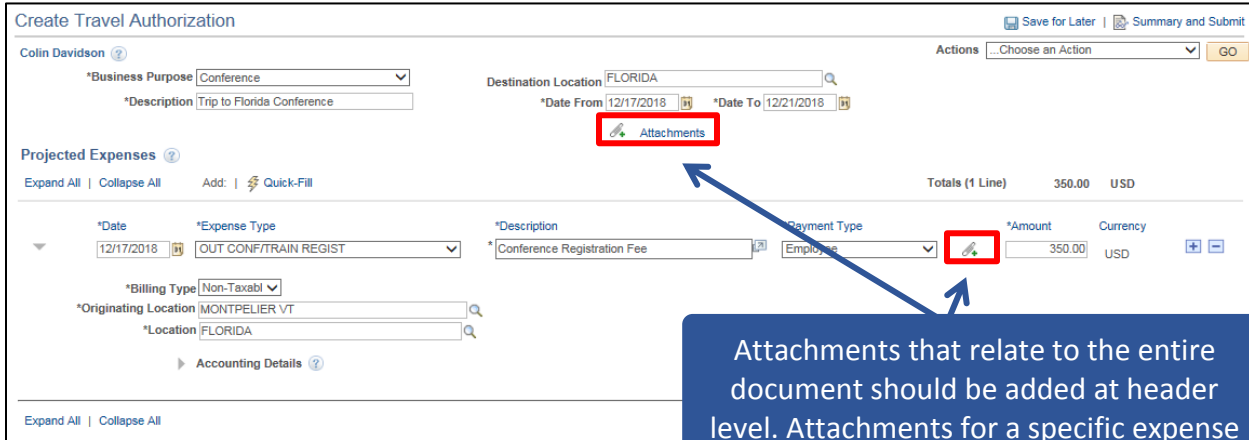
Accounting Details

Expand All | Collapse All

Totals (1 Line) 350.00 USD

Enter the estimated **Amount** for the expense type.

Attachments can be added to the travel authorization at the header or on the projected expense line.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

Totals (1 Line) 350.00 USD

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Attachments that relate to the entire document should be added at header level. Attachments for a specific expense type should be added on the line.

Click the **Attachments** link or  icon.

The **Travel Auth Attachments** page displays.



Travel Auth Attachments

Travel Authorization ID NEXT

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

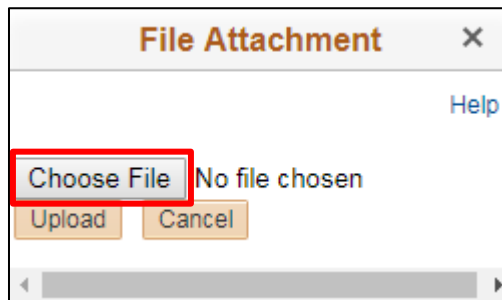
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Click the **Add Attachment** button.

The **File Attachment** page displays.



File Attachment

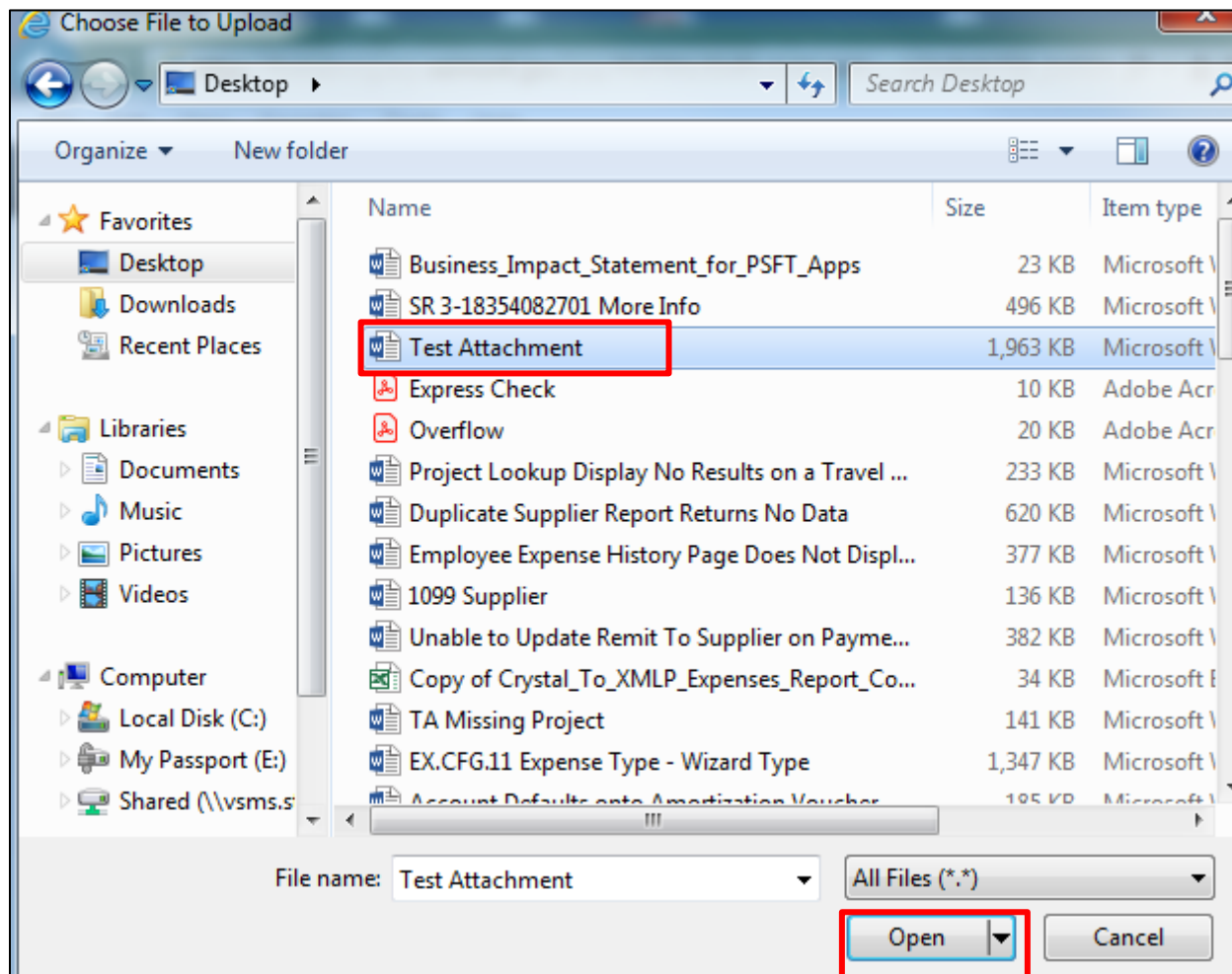
Help

Choose File No file chosen

Upload Cancel

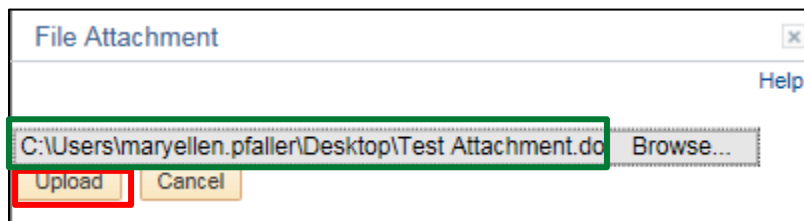
Click the **Choose File** button.

The **Choose File to Upload** page displays.



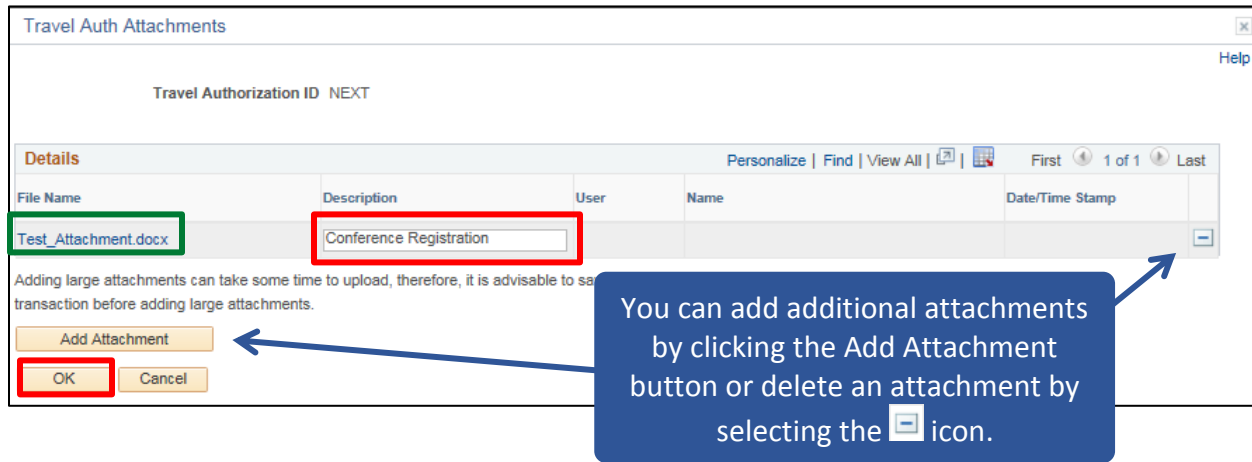
Select the file you want to attach and click the **Open** button.

The **File Attachment** page displays with the file path of the document.



Click the **Upload** button.

The **Travel Auth Attachments** page displays with the File Name as a link to the document.



Travel Auth Attachments

Travel Authorization ID NEXT


Details

File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Conference Registration			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

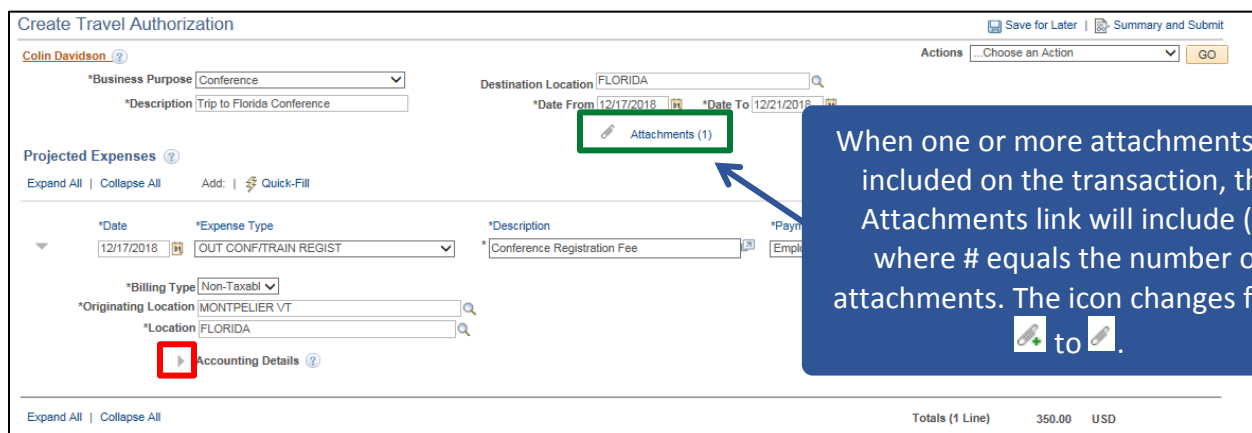
Add Attachment

OK Cancel

You can add additional attachments by clicking the Add Attachment button or delete an attachment by selecting the  icon.

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The **Create Travel Authorization - Details** displays. The Attachment link and icon are updated.



Create Travel Authorization

Save for Later Summary and Submit

Colin Davidson

*Business Purpose Conference

Destination Location FLORIDA

*Description Trip to Florida Conference

*Date From 12/17/2018 *Date To 12/21/2018

Attachments (1)

Projected Expenses

Expand All Collapse All Add: Quick-Fill

*Date 12/17/2018 *Expense Type OUT CONF/TRAIN REGIST *Description Conference Registration Fee



*Billing Type Non-Taxabl


*Originating Location MONTPELIER VT

*Location FLORIDA

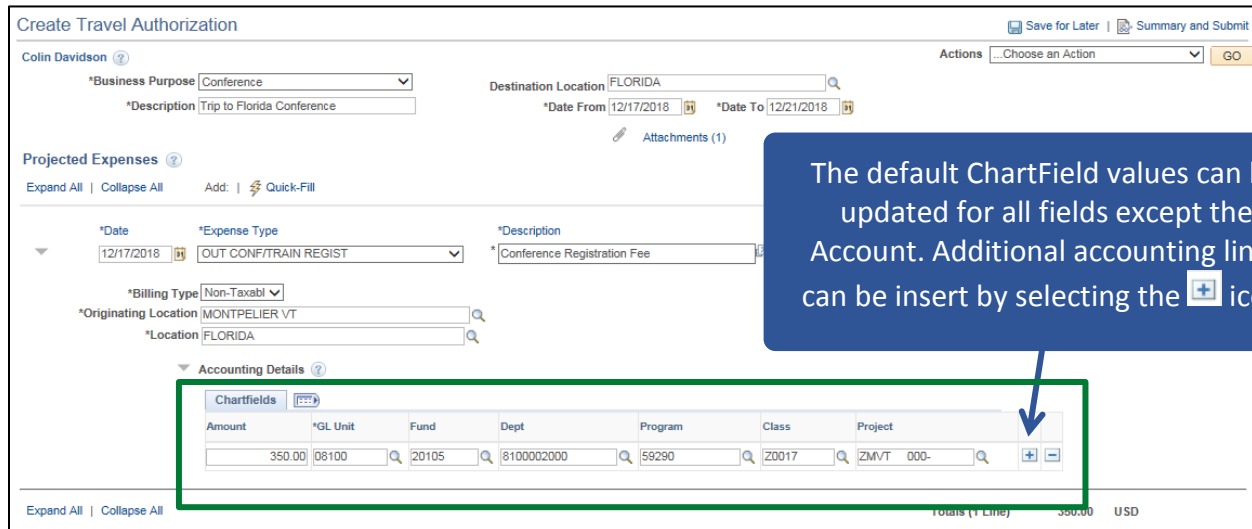
Accounting Details

Totals (1 Line) 350.00 USD

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from  to .

Expand the **Accounting Details** section by clicking the Expand Accounting Lines  icon.

The **Accounting Details** section expands and the ChartFields for the line display.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments (1)

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date: 12/17/2018 *Expense Type: OUT CONF/TRAIN REGIST *Description: Conference Registration Fee

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

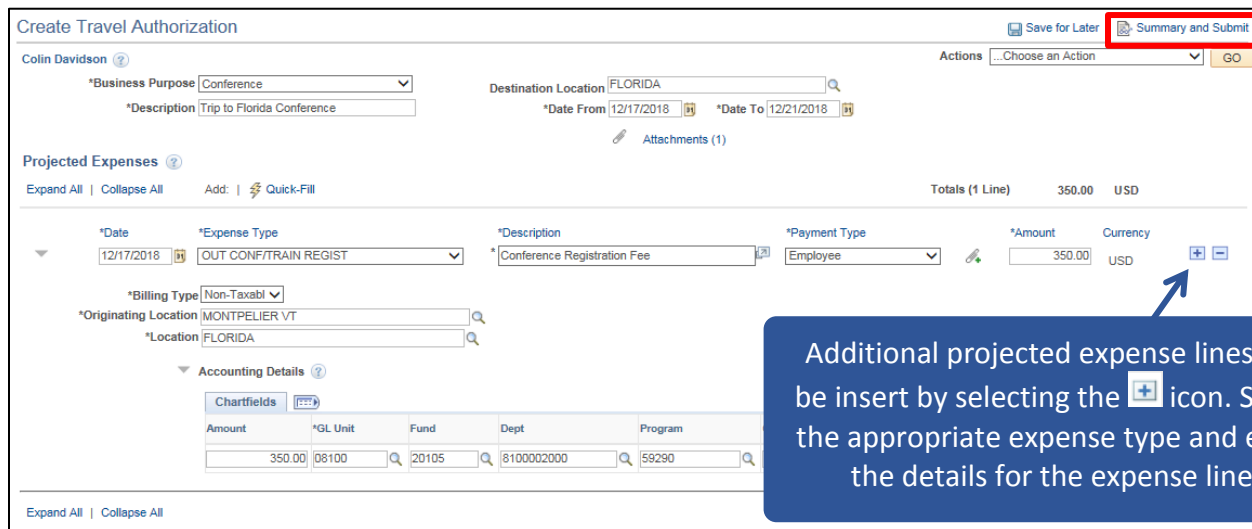
*Location: FLORIDA

Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	Z0017	ZMVT 000-

Expand All | Collapse All Totals (1 Line) 350.00 USD

The User Defaults on the employee's profile defaults the ChartField information into the Accounting Details section for the following fields: GL Unit, Fund, Dept. Some employees may also have default ChartField information for the following fields: Program, Class, Project. The Account defaults from the Expense Type and does not display.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments (1)

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date: 12/17/2018 *Expense Type: OUT CONF/TRAIN REGIST *Description: Conference Registration Fee

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Location: FLORIDA

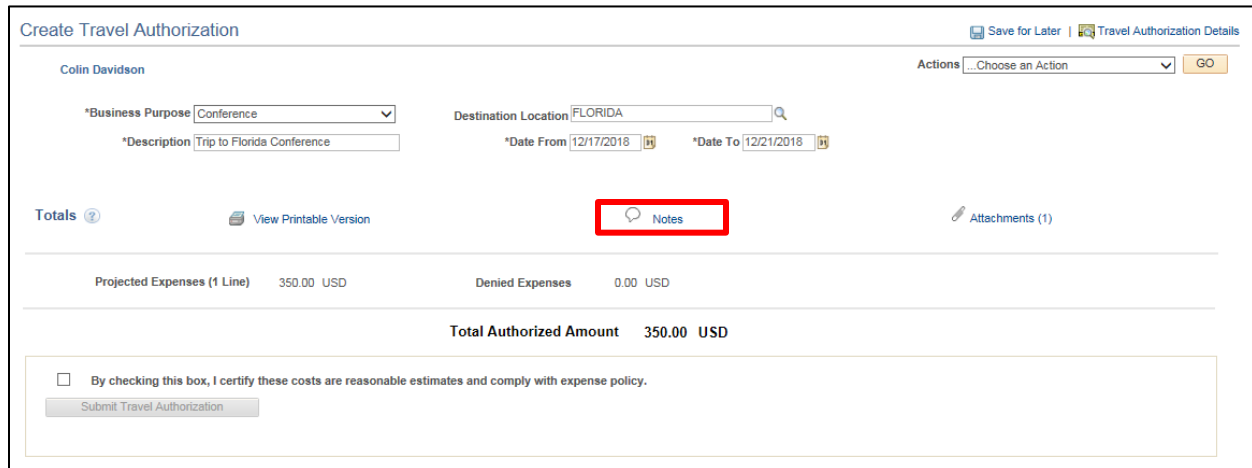
Accounting Details

Amount	*GL Unit	Fund	Dept	Program
350.00	08100	20105	8100002000	59290

Expand All | Collapse All Totals (1 Line) 350.00 USD

Click the **Summary and Submit** link.

The **Create Travel Authorization - Submit** page displays.



Create Travel Authorization

Colin Davidson

Actions: Choose an Action GO

*Business Purpose: Conference

Destination Location: FLORIDA

*Description: Trip to Florida Conference

*Date From: 12/17/2018

*Date To: 12/21/2018

Totals: View Printable Version **Notes** Attachments (1)

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

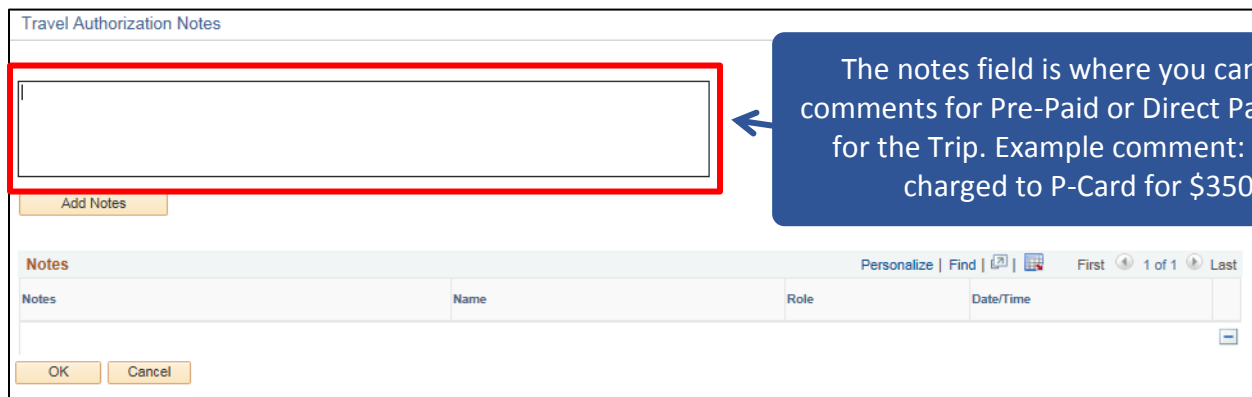
Total Authorized Amount 350.00 USD

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Click the **Notes** link.

The **Travel Authorization Notes** page displays.



Travel Authorization Notes

Add Notes

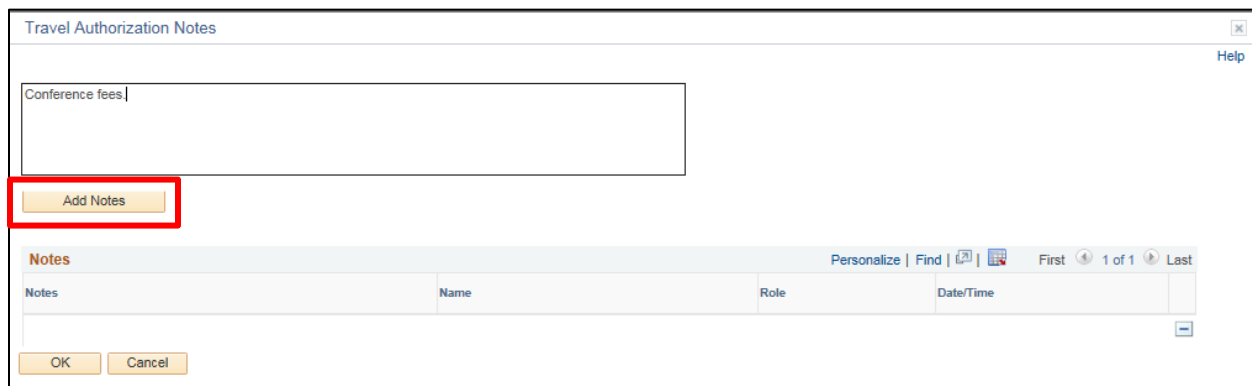
Notes

Notes Name Role Date/Time

OK Cancel

The notes field is where you can add comments for Pre-Paid or Direct Paid costs for the Trip. Example comment: Flight charged to P-Card for \$350

Enter **Comments**.



Travel Authorization Notes

Conference fees.

Add Notes

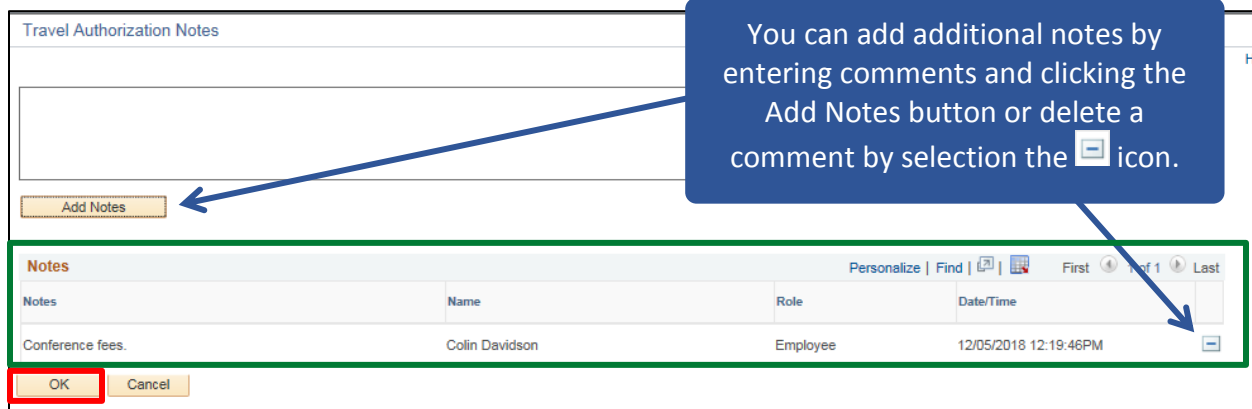
Notes

Notes Name Role Date/Time


OK Cancel

Click the **Add Notes** button.

The Comments are added to the Notes section. The Name, Role and Date/Time field values are populated with the user who created the note and when.



Travel Authorization Notes

You can add additional notes by entering comments and clicking the Add Notes button or delete a comment by selection the  icon.

Add Notes

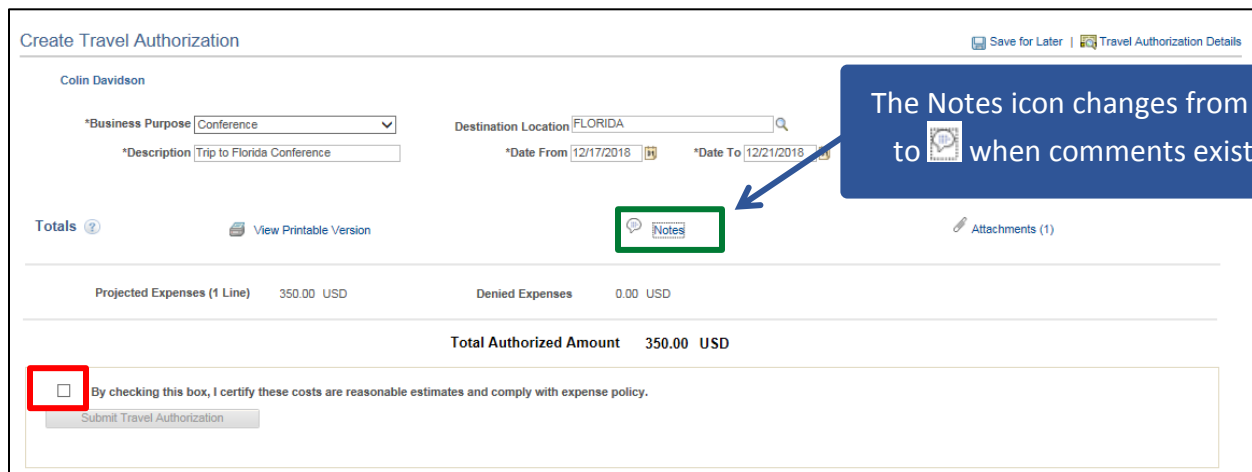
Notes

Notes	Name	Role	Date/Time
Conference fees.	Colin Davidson	Employee	12/05/2018 12:19:46PM

OK Cancel

Click the **OK** button.

The **Create Travel Authorization - Submit** page displays.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference Destination Location: FLORIDA

*Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/21/2018



Totals View Printable Version

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

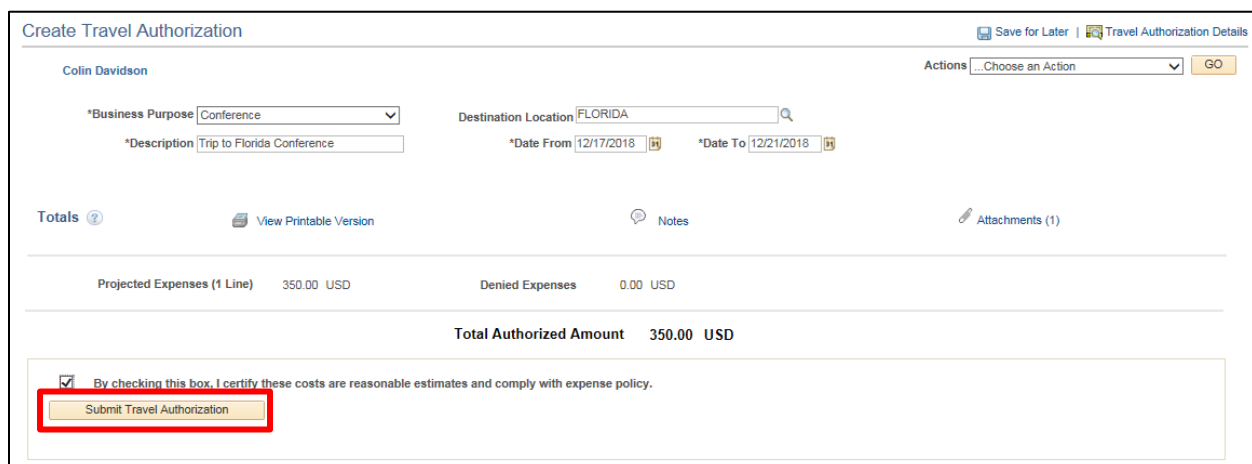
Total Authorized Amount 350.00 USD

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

The Notes icon changes from  to  when comments exist.

Select the **Certification** checkbox.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference Destination Location: FLORIDA

*Description: Trip to Florida Conference *Date From: 12/17/2018 *Date To: 12/21/2018

Totals View Printable Version

Projected Expenses (1 Line) 350.00 USD Denied Expenses 0.00 USD

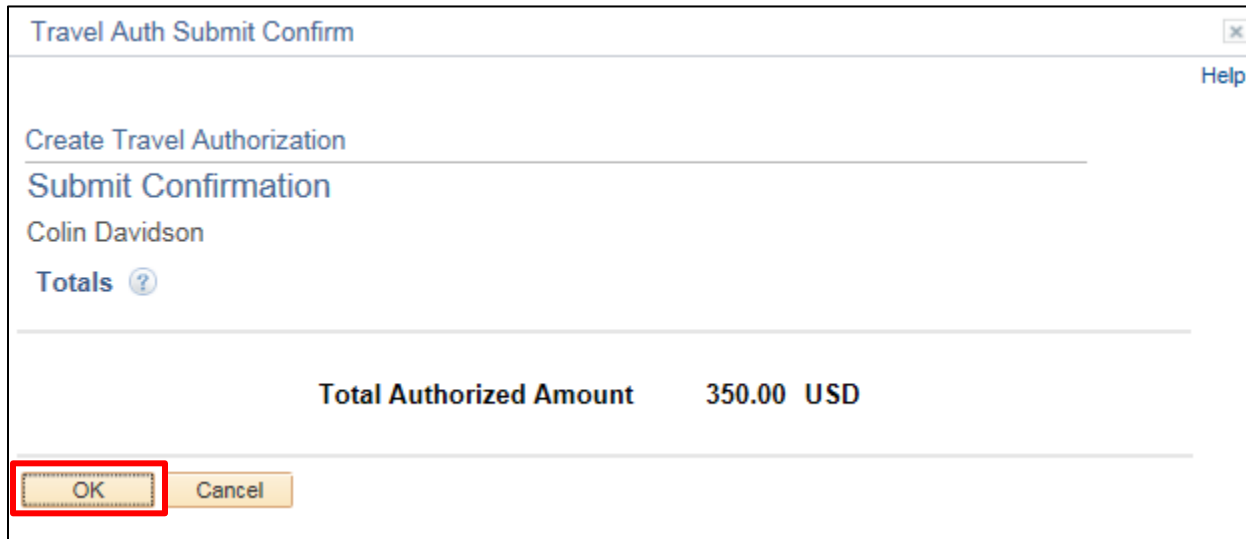
Total Authorized Amount 350.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

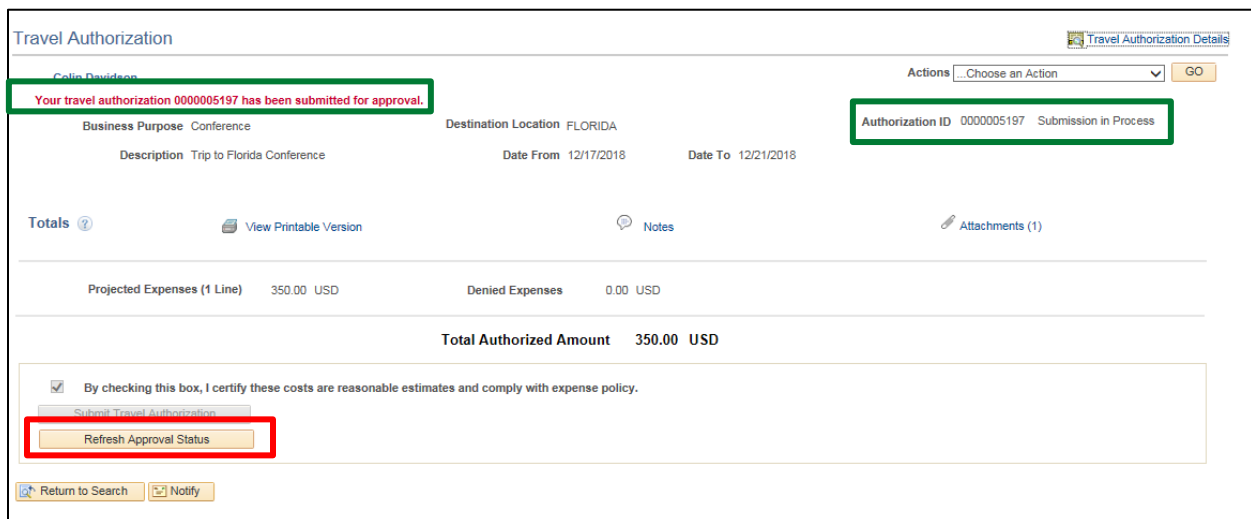
Click the **Submit Travel Authorization** button.

The **Travel Authorization - Submit Confirmation** page displays.



Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned.



Click the **Refresh Approval Status** button.

The **Withdraw Travel Authorization** button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

Travel Authorization

Colin Davidson

Business Purpose

Conference

Destination Location

FLORIDA

Description

Trip to Florida Conference

Date From

12/17/2018

Date To

12/21/2018

Actions

Choose an Action

GO

Authorization ID

000000518

Submitted for Approval

Created

12/05/2018

Colin Davidson

Last Updated

12/05/2018

Colin Davidson

Totals

View Printable Version

Projected Expenses (1 Line)

350.00 USD

Denied Expenses

0.00

Total Authorized Amount

☒ By checking this box, I certify that these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Withdraw Travel Authorization

Submitted On 12/05/2018

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:28PM

Return to Search

Notify

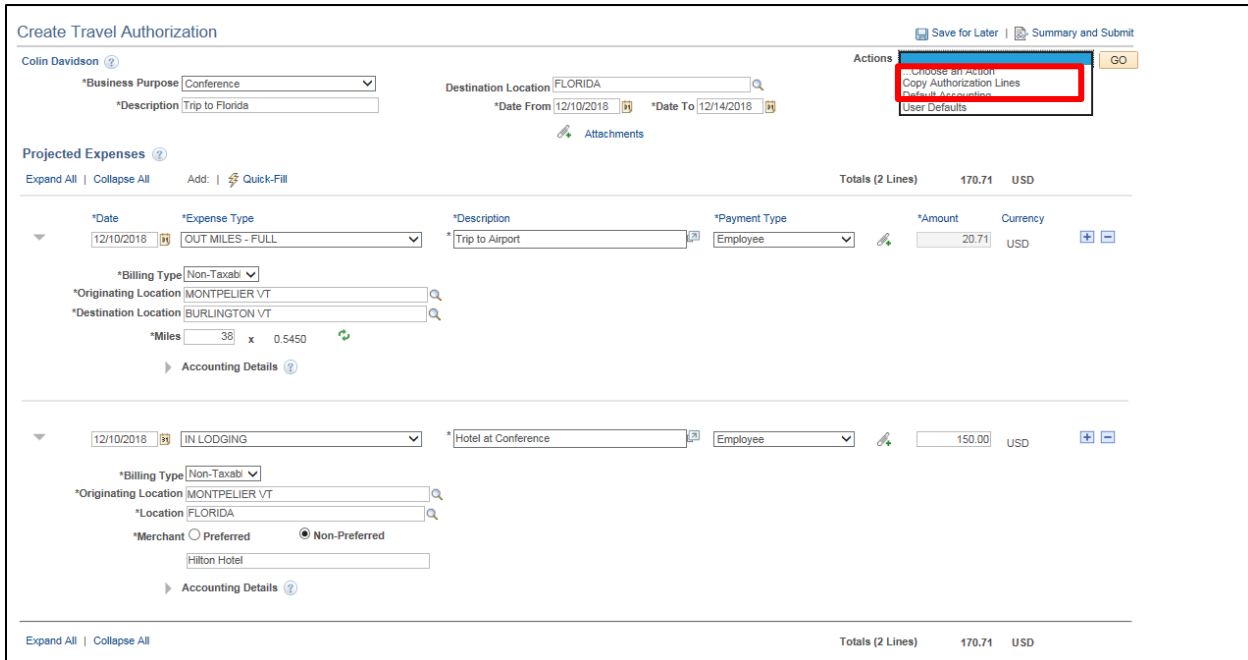
Click the **Withdraw Travel Authorization** button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

Copy an Expense Line for a Travel Authorization

Situations when this function is used: This functionality allows an employee to create one or multiple new lines by copying an existing line on a travel authorization.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

Destination Location: FLORIDA

*Description: Trip to Florida

*Date From: 12/10/2018 *Date To: 12/14/2018

Attachments

Actions: Choose an Action, **Copy Authorization Lines**, Default Authorization, User Defaults

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 170.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Destination Location: BURLINGTON VT *Miles: 38 x 0.5450					
Accounting Details					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Location: FLORIDA *Merchant: Preferred Non-Preferred Hilton Hotel					
Accounting Details					

Expand All | Collapse All

Totals (2 Lines) 170.71 USD

Select the **Copy Authorization Lines** option from the Actions drop-down list.

Create Travel Authorization

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Florida

Destination Location: FLORIDA

*Date From: 12/10/2018

*Date To: 12/14/2018

Attachments

Actions: Copy Authorization Lines **GO**

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (2 Lines) 170.71 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Destination Location: BURLINGTON VT *Miles: 38 x 0.5450					
Accounting Details ?					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
*Billing Type: Non-Taxable *Originating Location: MONTPELIER VT *Location: FLORIDA *Merchant: Preferred Non-Preferred Hilton Hotel					
Accounting Details ?					

Expand All | Collapse All

Totals (2 Lines) 170.71 USD

Click the **Go** button.

The **Copy Authorization Lines** page displays.

Copy Authorization Lines

Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date To Date: [Date Picker]

☐ Copy to Range of Dates From Date: [Date Picker] To Date: [Date Picker]

☐ Include Weekends

☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK Cancel

The **Copy Authorization Lines** page enables you to copy one or more selected expense types for a single day or a range of dates. When you copy a line to create new lines, the system automatically populates the new lines with the same ChartFields as the original line item.

1. Select to copy each expense type selected once using the To Date as the new expense date.
2. Select to copy each expense type selected multiple times. A new line is created for each day within the specified date range.
3. If the date range includes weekends and/or a holiday, new lines are not created for Saturdays, Sundays or holidays unless the checkboxes are selected.
4. You can select one or multiple expense types to copy. New lines will be created for each expense type selected based on the specified date or date range.

Copy Authorization Lines

Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date

To Date 12/14/2018

☐ Copy to Range of Dates

From Date

To Date

☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD

OK

Cancel

Enter the **To Date** you want on the copied line.

Copy Authorization Lines
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date
To Date

☐ Copy to Range of Dates
From Date
To Date

☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK
Cancel

Click the **Select** checkbox for the expense type you want to copy.

Copy Authorization Lines
Help

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ Copy to One Date
To Date

☐ Copy to Range of Dates
From Date
To Date

☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent	Transaction Currency
<input checked="" type="checkbox"/>	OUT MILES - FULL	12/10/2018	20.71 USD	
<input type="checkbox"/>	IN LODGING	12/10/2018	150.00 USD	

OK
Cancel

Click the **OK** button.

The **Create Travel Authorization - Details** page displays with the copied line.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

Destination Location

FLORIDA

*Description

Trip to Florida

*Date From

12/10/2018

*Date To

12/14/2018

Attachments

Projected Expenses

[Expand All](#) | [Collapse All](#)

Add:

Quick-Fill

Totals (3 Lines)

191.42

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/10/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
<div> <div>*Billing Type</div> <div>Non-Taxabi</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>BURLINGTON VT</div> </div> <div> <div>*Miles</div> <div>38</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					
12/10/2018	IN LODGING	Hotel at Conference	Employee	150.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabi</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Location</div> <div>FLORIDA</div> </div> <div> <div>*Merchant</div> <div> <input type="radio"/> Preferred <input checked="" type="radio"/> Non-Preferred </div> </div> <div> <div>Hilton Hotel</div> </div> <div>Accounting Details</div>					
12/14/2018	OUT MILES - FULL	Trip to Airport	Employee	20.71	USD
<div> <div>*Billing Type</div> <div>Non-Taxabi</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>BURLINGTON VT</div> </div> <div> <div>*Miles</div> <div>38</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					

Make any necessary updates to the copied line.

Click **Save for Later** or **Summary and Submit**

Create Expense Lines Using Quick-Fill

Situations when this function is used: Another way to save time when creating expense lines is to use Quick-Fill. This functionality enables an employee to add one or multiple lines to a travel authorization by selecting the appropriate expense type and specifying the date or date range for the expense. You will then enter the remaining information that pertains to each expense type.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Albany NY

Destination Location

NEW YORK

*Date From

12/12/2018

*Date To

12/13/2018

Quick Start

...Populate From

GO

Attachments

Projected Expenses

Expand All

Collapse All

Add:

Quick-Fill

Totals (0 Lines)

0.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All

Collapse All

Totals (0 Lines)

0.00

USD

Select the **Quick-Fill** link.

Quick-Fill

Help

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From

12/12/2018

To

12/13/2018

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	AGRIC HORT WILDLIFE
<input type="checkbox"/>	<input type="checkbox"/>	AUTO REPAIRS
<input type="checkbox"/>	<input type="checkbox"/>	AUTO SUPPLIES
<input type="checkbox"/>	<input type="checkbox"/>	BOOKS SUBSCRIPTIONS LIB-ED
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATION PEST/HERBICIDE
<input type="checkbox"/>	<input type="checkbox"/>	CLOTHING
<input type="checkbox"/>	<input type="checkbox"/>	Client Meetings-Econ Dev Only
<input type="checkbox"/>	<input type="checkbox"/>	DATA WIRELESS MOBILE
<input type="checkbox"/>	<input type="checkbox"/>	DOC 75% PER DIEM OUTST
<input type="checkbox"/>	<input type="checkbox"/>	DOC FULL PER DIEM OUTST

OK

Cancel

The defaulted date range is updated to ensure the line must be within the date range specified on the Authorization – D

Use the scroll bar to view more expense types.

Page 125 of 195

Quick-Fill

[Help](#)

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 12/12/2018 To 12/13/2018

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	OUT LODGING
<input type="checkbox"/>	<input type="checkbox"/>	OUT LUNCH
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILEAGE ADAPT VAN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OUT MILES - FULL
<input type="checkbox"/>	<input type="checkbox"/>	OUT MILES REDUCED RATE
<input type="checkbox"/>	<input type="checkbox"/>	OUT TRANSPORT OTHER
<input type="checkbox"/>	<input type="checkbox"/>	OUT VEHICLE RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SERVICE - CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHONE SVC NON-CELL
<input type="checkbox"/>	<input type="checkbox"/>	PHOTOCOPIES

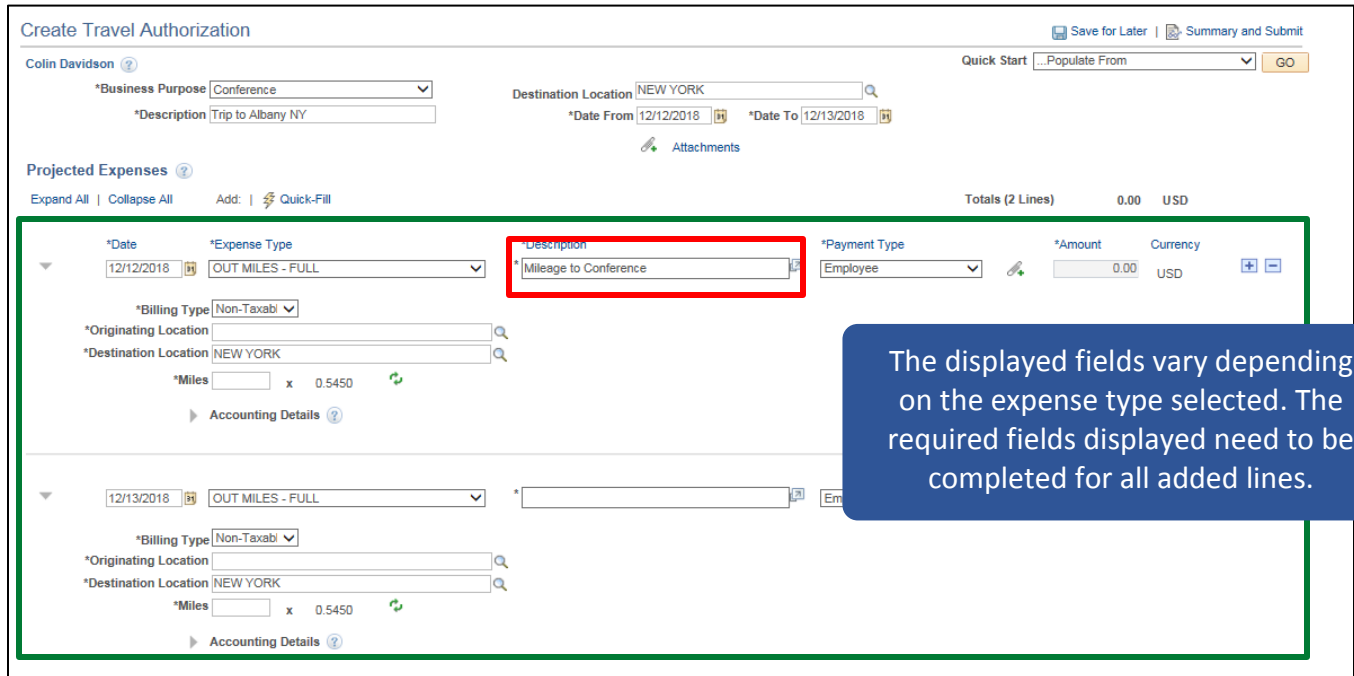
OK

Cancel

Click the **Select** checkbox next to the expense type you are adding to the travel authorization.

Click the **OK** button.

The **Create Travel Authorization - Details** page displays. Lines are created for the expense types selected. A single line is created when One Day was selected, and multiple lines are created when All Days was selected.



Create Travel Authorization

Colin Davidson | Save for Later | Summary and Submit

*Business Purpose: Conference | Destination Location: NEW YORK | *Date From: 12/12/2018 | *Date To: 12/13/2018 | Quick Start: ...Populate From | GO

*Description: Trip to Albany NY

Projected Expenses

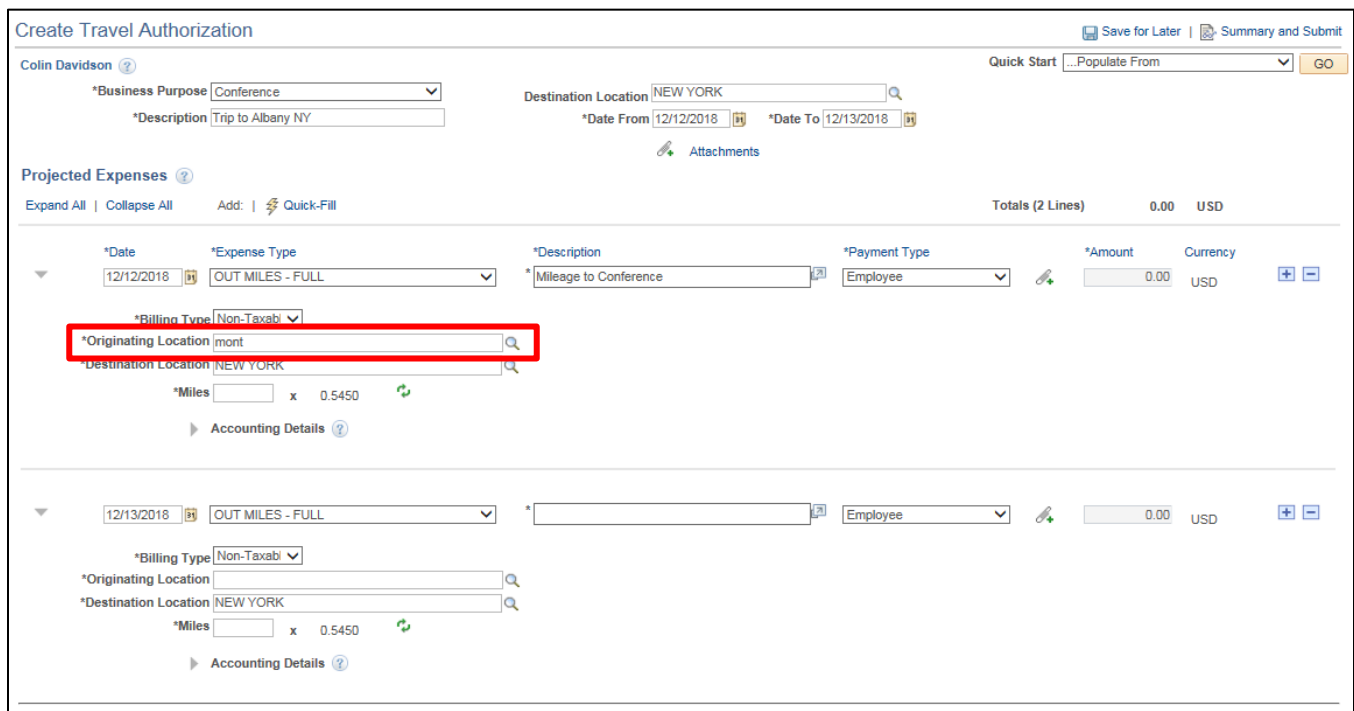
Expand All | Collapse All | Add: Quick-Fill | Totals (2 Lines) | 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxable | *Originating Location: | *Destination Location: NEW YORK | *Miles: x 0.5450 | Accounting Details

The displayed fields vary depending on the expense type selected. The required fields displayed need to be completed for all added lines.

Enter an explanation of the expense in the **Description** field on the line.



Create Travel Authorization

Colin Davidson | Save for Later | Summary and Submit

*Business Purpose: Conference | Destination Location: NEW YORK | *Date From: 12/12/2018 | *Date To: 12/13/2018 | Quick Start: ...Populate From | GO

*Description: Trip to Albany NY

Projected Expenses

Expand All | Collapse All | Add: Quick-Fill | Totals (2 Lines) | 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	0.00	USD
12/13/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxable | *Originating Location: mont | *Destination Location: NEW YORK | *Miles: x 0.5450 | Accounting Details

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ? Quick Start Populate From GO

*Business Purpose Conference ▼ Destination Location NEW YORK 🔍

*Description Trip to Albany NY *Date From 12/12/2018 📅 *Date To 12/13/2018 📅

📎 Attachments

Projected Expenses ?

Expand All Collapse All Add: ⚡ Quick-Fill Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018 📅	OUT MILES - FULL ▼	Mileage to Conference 🔍	Employee ▼	0.00	USD
<p>*Billing Type Non-Taxabl ▼</p> <p>*Originating Location mont 🔍</p> <p>*Destination Location NEW YORK 🔍</p> <p>*Miles x 0.5450 🔄</p> <p>▶ Accounting Details ?</p>					
12/13/2018 📅	OUT MILES - FULL ▼	 🔍	Employee ▼	0.00	USD
<p>*Billing Type Non-Taxabl ▼</p> <p>*Originating Location 🔍</p> <p>*Destination Location NEW YORK 🔍</p> <p>*Miles x 0.5450 🔄</p> <p>▶ Accounting Details ?</p>					

Expand All Collapse All Totals (2 Lines) 0.00 USD

Click the **Look Up**  icon.

The **Look Up** page displays the locations that match your criteria.

Look Up Help

Search by: Originating Location ▼ begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Albany NY

Destination Location

NEW YORK

*Date From

12/12/2018

*Date To

12/13/2018

Quick Start

...Populate From

GO

[Attachments](#)

Projected Expenses

Expand All

 |

Collapse All

Add: [Quick-Fill](#)

Totals (2 Lines)

92.65

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div>					
12/13/2018	OUT MILES - FULL		Employee	0.00	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div></div> </div> <div> <div>*Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div></div> <div>x</div> <div>0.5450</div> </div> <div> <div>Accounting Details</div> </div>					

Expand All

 |

Collapse All

Totals (2 Lines)

92.65

USD

Enter the **Miles** for the line. The **Amount** automatically populates.

Enter the required fields for any additional lines added using Quick-Fill.

Save a Travel Authorization for Later

Situations when this function is used: When entering travel authorizations, it is important to **save often**. We recommend saving after every few lines to avoid losing any work. Travel Authorizations can also be saved and completed later, but it is important to remember they must be completed by month end.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Create Travel Authorization

Colin Davidson

*Business Purpose

Conference

*Description

Trip to Albany NY

Destination Location

NEW YORK

*Date From

12/12/2018

*Date To

12/13/2018

Attachments

Save for Later

Summary and Submit

Quick Start

Populate From

GO

Projected Expenses

Expand All

Collapse All

Add: Quick-Fill

Totals (2 Lines)

185.30

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Destination Location</div> <div>NEW YORK</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					
12/13/2018	OUT MILES - FULL	Mileage from Conference	Employee	92.65	USD
<div> <div>*Billing Type</div> <div>Non-Taxabl</div> </div> <div> <div>*Originating Location</div> <div>NEW YORK</div> </div> <div> <div>*Destination Location</div> <div>MONTPELIER VT</div> </div> <div> <div>*Miles</div> <div>170</div> <div>x</div> <div>0.5450</div> </div> <div>Accounting Details</div>					

Expand All

Collapse All

Totals (2 Lines)

185.30

USD

Click the **Save for Later** link.

The **Modify Travel Authorization - Details** page displays. The Authorization ID is assigned, and the Status is 'Pending'.

Modify Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose
Conference

*Description
Trip to Albany NY

Destination Location
NEW YORK

*Date From
12/12/2018

*Date To
12/13/2018

Authorization ID 0000005199 Pending

Attachments

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

Totals (2 Lines) 185.30 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/12/2018	OUT MILES - FULL	Mileage to Conference	Employee	92.65	USD
<div> *Billing Type Non-Taxabi </div> <div> *Originating Location MONTPELIER VT </div> <div> *Destination Location NEW YORK </div> <div> *Miles 170 x 0.5450 </div> <div> Accounting Details </div>					
12/13/2018	OUT MILES - FULL	Mileage from Conference	Employee	92.65	USD
<div> *Billing Type Non-Taxabi </div> <div> *Originating Location NEW YORK </div> <div> *Destination Location MONTPELIER VT </div> <div> *Miles 170 x 0.5450 </div> <div> Accounting Details </div>					

Expand All | Collapse All

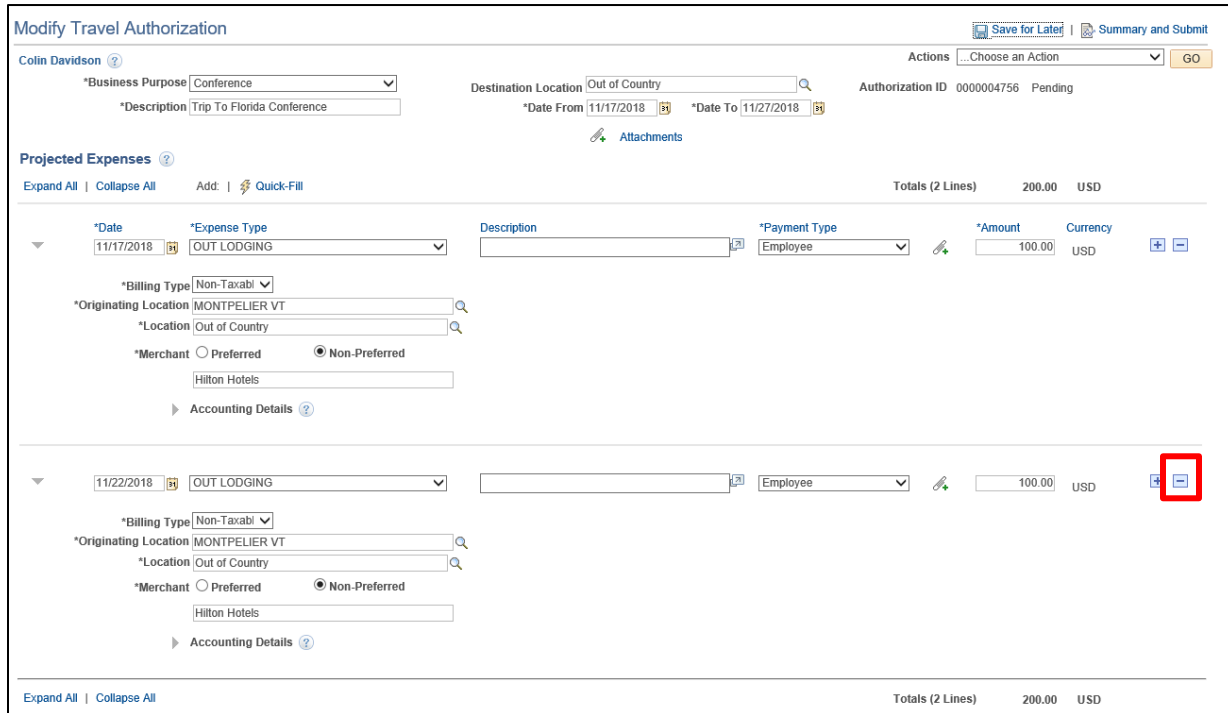
Totals (2 Lines) 185.30 USD


Delete expense line(s) for a Travel Authorization

Situations when this function is used: Expense lines can be deleted when creating a new travel authorization or when modifying an existing travel authorization.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Click the **Delete**  icon for the expense line you want to delete.

The **Travel Authorization - Delete Confirmation** page displays.



Click the **OK** button.

The **Modify Travel Authorization - Details** page displays, and line will no longer exist on the travel authorization.

Modify Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson

*Business Purpose

Conference

*Description

Trip To Florida Conference

Destination Location

Out of Country

*Date From

11/17/2018

*Date To

11/27/2018

Actions

...Choose an Action

GO

Authorization ID

0000004756

Pending

Attachments

Projected Expenses

Expand All

Collapse All

Add: [Quick-Fill](#)

Totals (1 Line)

100.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
11/17/2018	OUT LODGING		Employee	100.00	USD

*Billing Type

Non-Taxabl

*Originating Location

MONTPELIER VT

*Location

Out of Country

*Merchant

☐ Preferred
 ☒ Non-Preferred

Hilton Hotels

Accounting Details

Totals (1 Line)

100.00

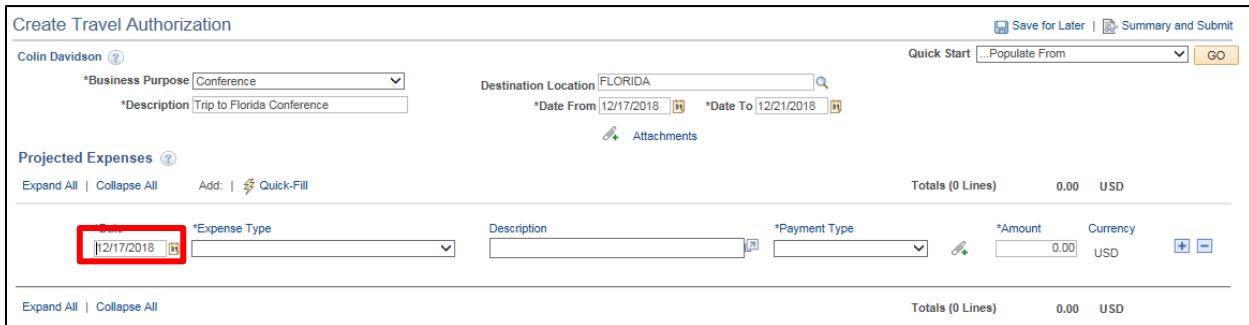
USD

Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

Situations when this function is used: Every effort should be made to use a P-Card or direct supplier payment for lodging to avoid the need for reimbursement. Add a Lodging expense type when a P-Card or direct bill is not possible.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses ?

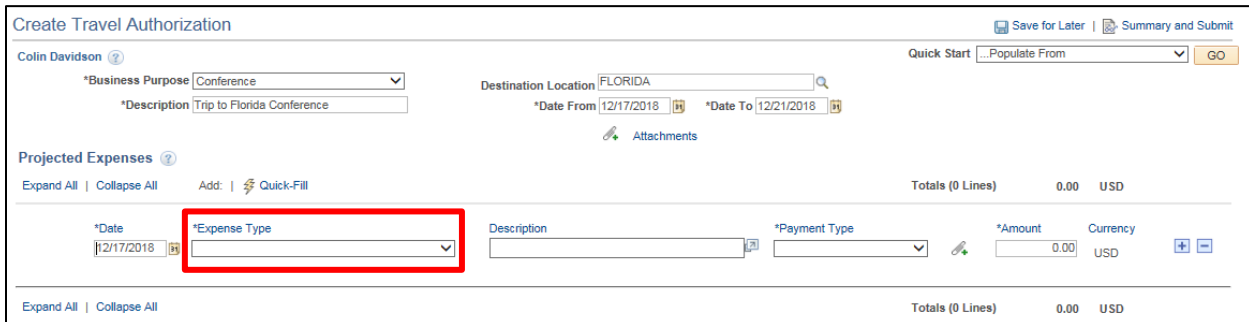
Expand All | Collapse All Add: Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

In the Projected Expenses section, enter the estimated **Date** of the expense.



Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ?

*Business Purpose: Conference
*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

Date	Expense Type	Description	Payment Type	Amount	Currency
12/17/2018				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

To choose the expense type, click the **Expense Type** drop-down to view the available expense types.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Actions: ...Choose an Action GO

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50+ MI LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL LEG TX PER DIEM ROOM LICENSE - ATTORNEY LICENSE - COL MEMBERSHIP DUES MOVING EXPENSES OUT AIR TRANSP OUT BREAKFAST OUT COMMUTER MILE OUT CONF/TRAIN REGIST OUT DINNER OUT LODGING OUT LUNCH OUT MILEAGE ADAPT VAN OUT MILES - FULL OUT MILES REDUCED RATE OUT TRANSPORT OTHER OUT VEHICLE RENTAL PHONE SVC - CELL PHONE SVC NON-CELL PHOTOCOPIES 			0.00	USD

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type. Use the up and down arrows to scroll through the available options.

Select the **OUT LODGING** expense type from the list provided.

The expense type displays along with the additional fields that need to be populated.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Actions: ...Choose an Action GO

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING				

*Originating Location: [Search Field]

*Merchant: ☐ Preferred ☒ Non-Preferred

Accounting Details

The Location automatically defaults from the Destination Location. Select a Location if a Destination Location was not defined or if it needs to be changed.

Enter a few letters of where you started your trip into the **Originating Location** field.

Create Travel Authorization

Colin Davidson

Save for Later | Summary and Submit

Actions: Choose an Action GO

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/21/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location: mont

*Location: FLORIDA

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Click the **Originating Location** look up  icon.

The **Look Up** page displays the locations that match your criteria.

Look Up

Help

Search by: Originating Location begins with

Look Up Cancel Advanced Lookup

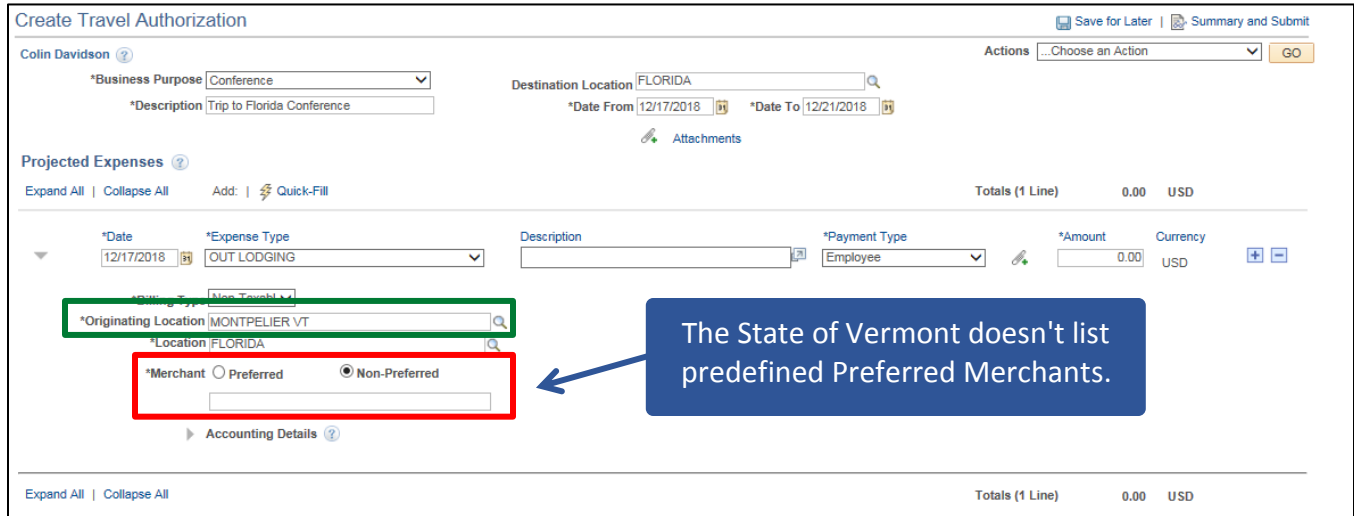
Search Results

View 100 First 1-3 of 3 Last

Originating Location	Description
MT	MONTANA
MNTGY	MONTGOMERY VT
MNTPR	MONTPELIER VT

Select the **Originating Location** link for the appropriate location.

The **Create Travel Authorization - Details** page displays the Originating Location selected.



Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018
Attachments

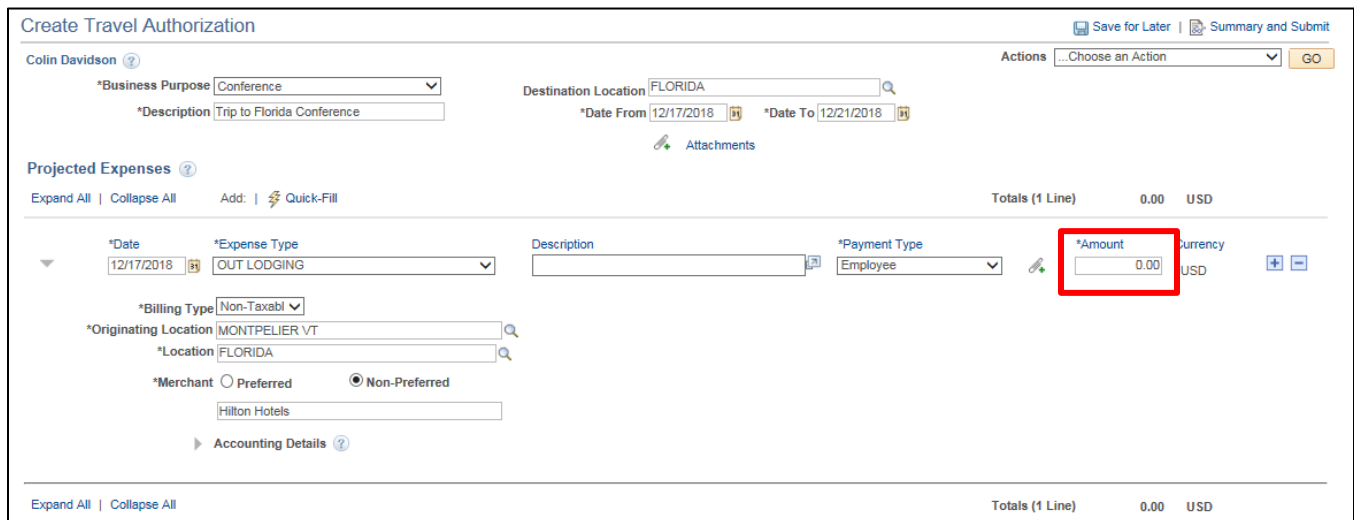
Projected Expenses ?
Expand All | Collapse All Add: Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	0.00	USD

*Billing Type: Non-Taxable
*Originating Location: MONTPELIER VT
*Location: FLORIDA
*Merchant: ☐ Preferred ☒ Non-Preferred
Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the place you will be staying into the **Non-Preferred Merchant** field.



Create Travel Authorization Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018
Attachments

Projected Expenses ?
Expand All | Collapse All Add: Quick-Fill Totals (1 Line) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	0.00	USD

*Billing Type: Non-Taxable
*Originating Location: MONTPELIER VT
*Location: FLORIDA
*Merchant: ☐ Preferred ☒ Non-Preferred
Hilton Hotels
Accounting Details ?

Expand All | Collapse All Totals (1 Line) 0.00 USD

Enter the estimated **Amount** for the lodging for that night.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson ?

*Business PurposeConference

*DescriptionTrip to Florida Conference

Destination LocationFLORIDA

*Date From12/17/2018

*Date To12/21/2018

[Attachments](#)

Actions

Copy Authorization Lines

GO

Projected Expenses ?

Expand All | Collapse All

Add: [Quick-Fill](#)

Totals (0 Lines)

100.00

USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	100.00	USD

*Billing TypeNon-Taxabl

*Originating LocationMONTPELIER VT

*LocationFLORIDA

*Merchant

☐ Preferred
 ☒ Non-Preferred

Hilton Hotel

[Accounting Details ?](#)

Expand All | Collapse All

Totals (0 Lines)

100.00

USD

Copy the expense line to any additional dates you will be staying overnight by selecting the **Copy Authorization Lines** option in the Actions drop-down list and clicking the **GO** button. Make any necessary changes.

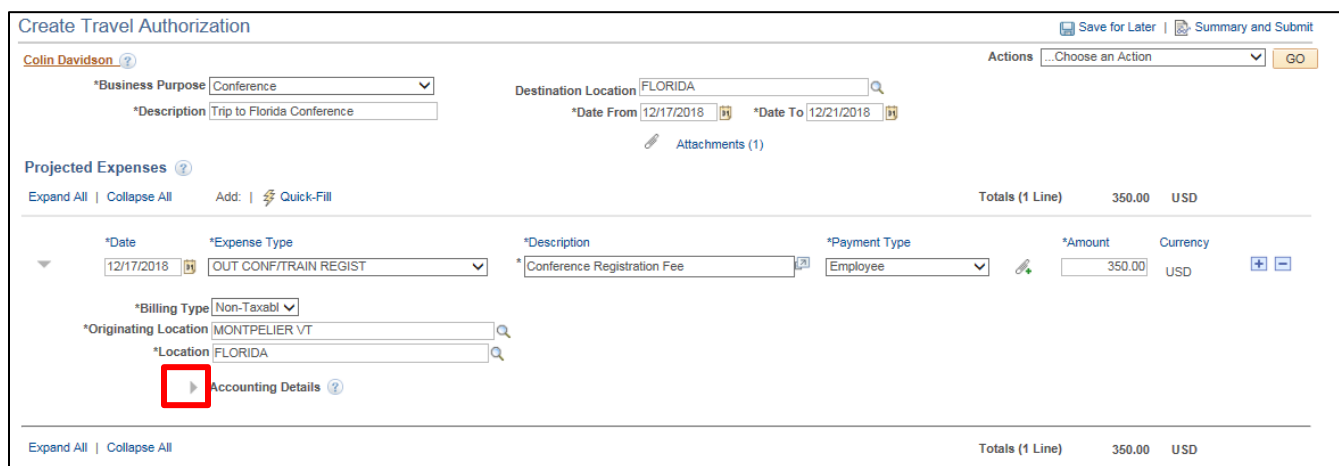
Verify/Change Accounting Detail for Projected Expense Line(s)

Situations when this function is used: While creating a travel authorization, you can review the accounting details (ChartFields) for each projected expense line. Please note that the accounting details are defaulted in and will be the same on each line unless you make changes.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Accounting Details** section displays at the bottom of each expense line.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018
Attachments (1)

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

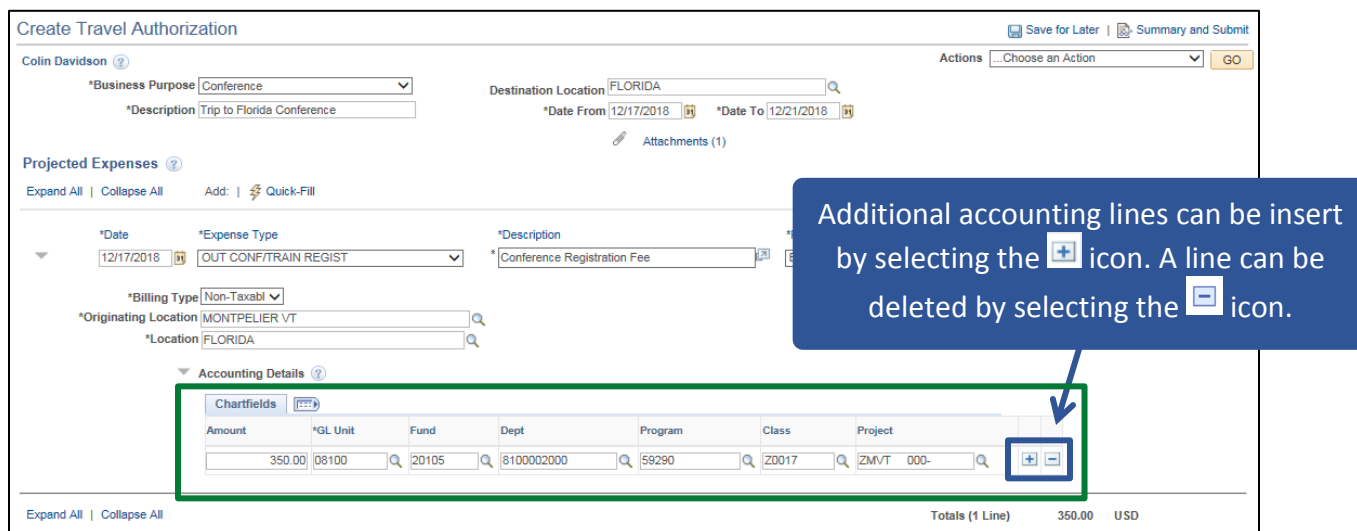
*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Accounting Details

Expand All | Collapse All Totals (1 Line) 350.00 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields for the line display.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018 *Date To: 12/21/2018
Attachments (1)

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Accounting Details

ChartFields

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	81000002000	59290	Z0017	ZMVT 000-

Additional accounting lines can be insert by selecting the **+** icon. A line can be deleted by selecting the **-** icon.

Expand All | Collapse All Totals (1 Line) 350.00 USD

If the travel authorization has not been submitted for approval yet, the ChartFields are available to edit as needed. Please remember to Save for Later after making any changes if you are not ready to Submit for Approval.

NOTE: The GL Unit should never be changed. The Account defaults from the expense type and does not display.

At a minimum you must include a Fund and Dept value for each expense line.

Modify Travel Authorization Save for Later Summary and Submit

Colin Davidson ? Actions ...Choose an Action GO

*Business Purpose: Conference ▼ Destination Location: FLORIDA 🔍 Authorization ID: 0000005201 Pending

*Description: Trip to Florida Conference *Date From: 12/17/2018 📅 *Date To: 12/19/2018 📅 📎 Attachments

Projected Expenses ? Expand All Collapse All Add: Quick-Fill Totals (1 Line) 100.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018 📅	OUT LODGING ▼		Employee ▼	100.00	USD

*Billing Type: Non-Taxabl ▼ *Originating Location: MONTPELIER VT 🔍 *Location: Out of Country 🔍

*Merchant: ☐ Preferred ☒ Non-Preferred 🔍 Hilton

Accounting Details ? Chartfields 📄

Amount	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100			59290	Z0017	ZMVT 000-

Expand All Collapse All Totals (1 Line) 100.00 USD

You will receive combo edit errors if you try to save or submit a travel authorization and the Fund or Dept fields are blank.

If the Department is blank you will receive the following error message when you save or submit.

Message

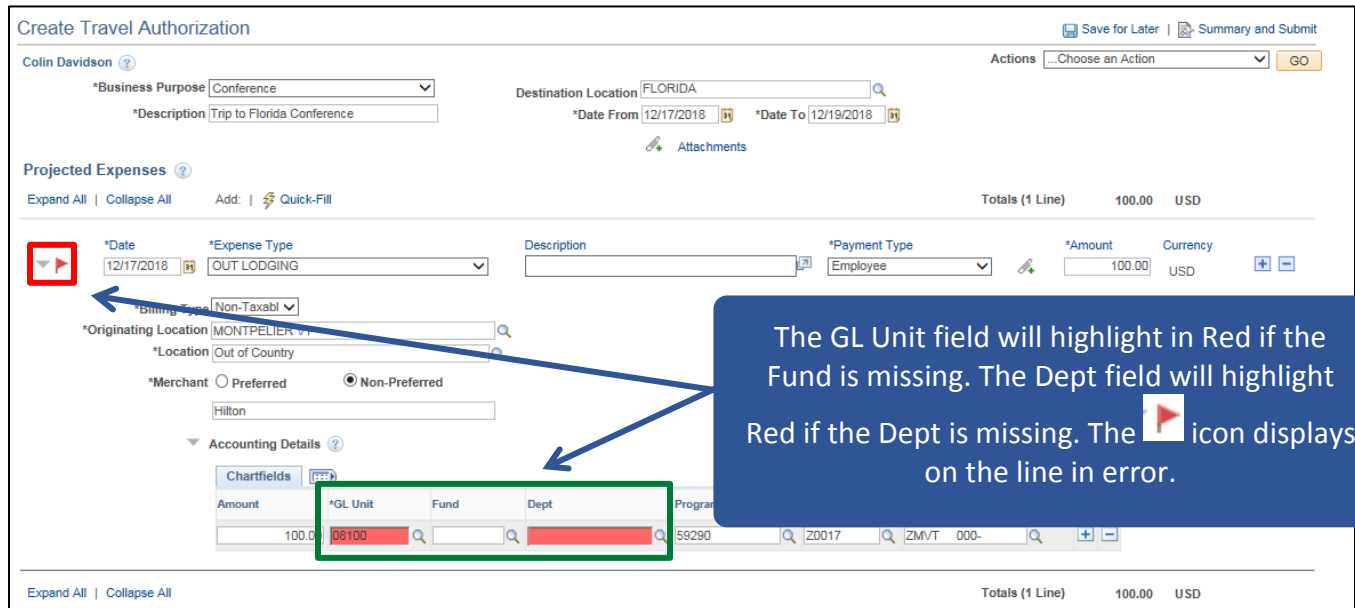
Department selected on line 1, distribution 1 is not a valid department for the GL business unit. (10502,230)

The department selected does not exist or is inactive for the GL business unit.

OK

Click the **OK** button.

The **Create Travel Authorization - Details** page displays with the line and fields in error highlighted.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 100.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	OUT LODGING		Employee	100.00	USD

*Billing Type: Non-Taxabl

*Originating Location: MONTPELIER VT

*Location: Out of Country

*Merchant: Preferred Non-Preferred

Hilton

Accounting Details

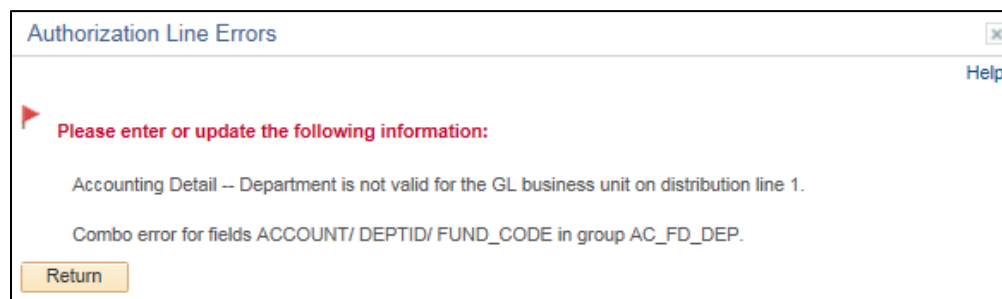
Amount	*GL Unit	Fund	Dept	Program
100.00	08100	0000		59290

Expand All | Collapse All

Totals (1 Line) 100.00 USD

Click the **Missing or Invalid Information** icon.

The **Authorization Line Errors** page displays the errors on the line.



Authorization Line Errors

Help

Please enter or update the following information:

Accounting Detail -- Department is not valid for the GL business unit on distribution line 1.

Combo error for fields ACCOUNT/ DEPTID/ FUND_CODE in group AC_FD_DEP.

Return

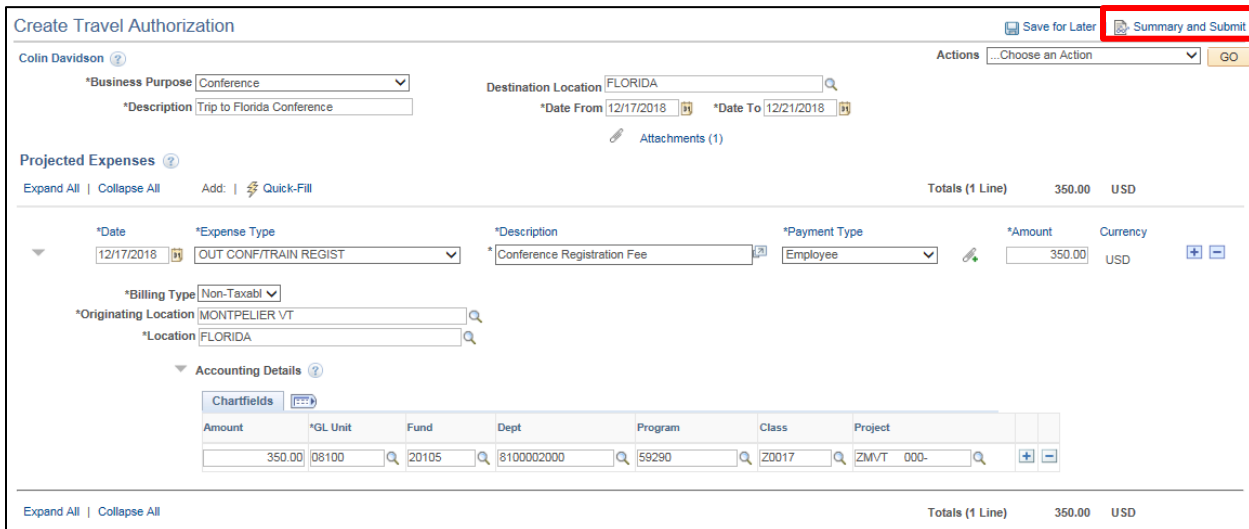
NOTE: Both messages display if the Department is missing. The Combo error message displays if the Fund is missing. The travel authorization can be saved for later if the Fund is missing but it cannot be submitted for approval until all errors are resolved. The travel authorization will not save if the Department is missing.

Submit for Approval

Situations when this function is used: Per Bulletin 3.4, an employee must create a travel authorization and receive approval for overnight travel from their Department Head or designee prior to the trip. After all the projected expense lines, attachments and notes have been added and the accounting information is verified the travel authorization is ready to be submitted for approval.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018
*Date To: 12/21/2018
Attachments (1)

Projected Expenses

Expand All | Collapse All | Add: | Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type: Non-Taxabl
*Originating Location: MONTPELIER VT
*Location: FLORIDA

Accounting Details

Amount	*GL Unit	Fund	Dept	Program	Class	Project
350.00	08100	20105	8100002000	59290	20017	ZMVT 000-

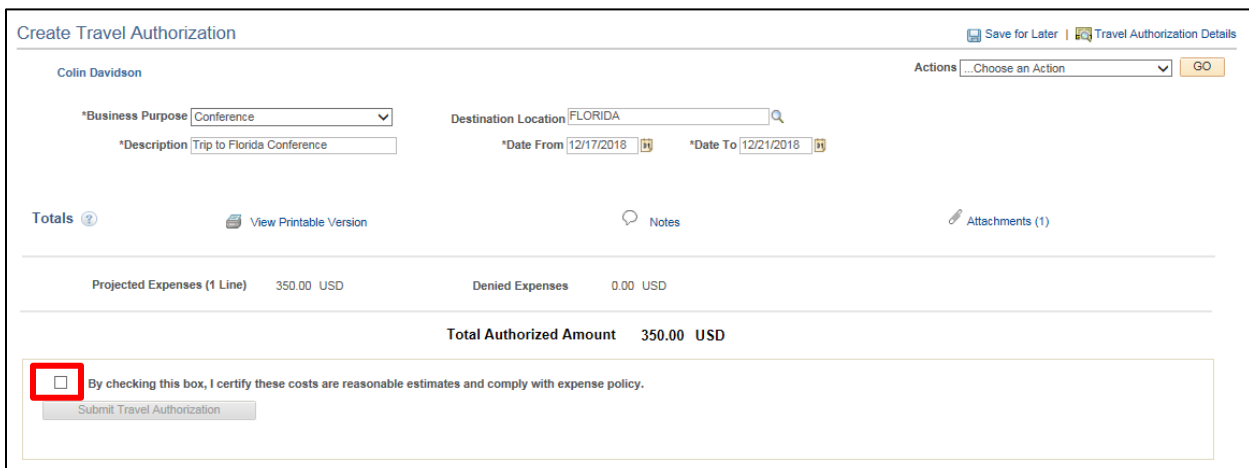
Expand All | Collapse All

Totals (1 Line) 350.00 USD

Click the **Summary and Submit** link.

The **Create Travel Authorization - Submit** page displays.

NOTE: The Modify Travel Authorization - Submit page displays if you previously clicked the Save for Later link.



Create Travel Authorization

Colin Davidson

*Business Purpose: Conference
*Description: Trip to Florida Conference
Destination Location: FLORIDA
*Date From: 12/17/2018
*Date To: 12/21/2018
Attachments (1)

Totals (1 Line) 350.00 USD

Denied Expenses 0.00 USD

Total Authorized Amount 350.00 USD

☐ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Review the certification message and select the **Certification** checkbox.

Create Travel Authorization

[Save for Later](#) | [Travel Authorization Details](#)

Colin Davidson

Actions

Choose an Action

GO

*Business Purpose

Conference

Destination Location

FLORIDA

*Description

Trip to Florida Conference

*Date From

12/17/2018

*Date To

12/21/2018

Totals

View Printable Version

Notes

Attachments (1)

Projected Expenses (1 Line)

350.00 USD

Denied Expenses

0.00 USD

Total Authorized Amount

350.00 USD

☒

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Click the **Submit Travel Authorization** button.

The **Travel Authorization - Submit Confirmation** page displays.

Travel Auth Submit Confirm

Help

Create Travel Authorization

Submit Confirmation

Colin Davidson

Totals

Total Authorized Amount

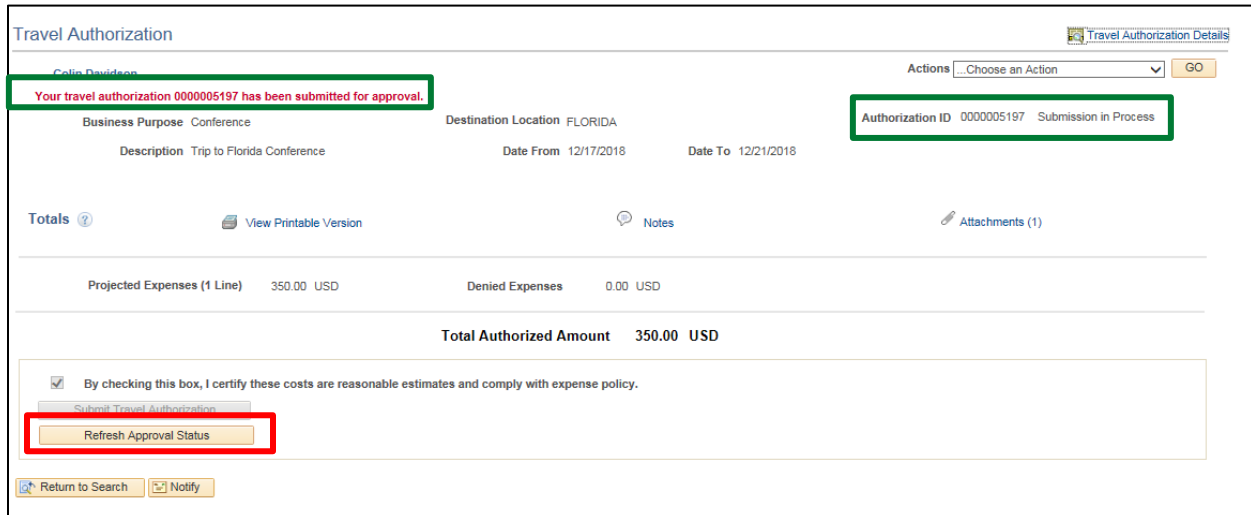
350.00 USD

OK

Cancel

Click the **OK** button.

The **View Travel Authorization** page displays with the message 'Your travel authorization (TA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Authorization ID is assigned (if the travel authorization was not previously saved).



Travel Authorization

Colin Davidson

Actions: Choose an Action **GO**

Your travel authorization 0000005197 has been submitted for approval.

Business Purpose: Conference
Destination Location: FLORIDA
Description: Trip to Florida Conference
Date From: 12/17/2018
Date To: 12/21/2018

Authorization ID: 0000005197 Submission in Process

Totals: View Printable Version Notes Attachments (1)

Projected Expenses (1 Line): 350.00 USD
Denied Expenses: 0.00 USD

Total Authorized Amount: 350.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

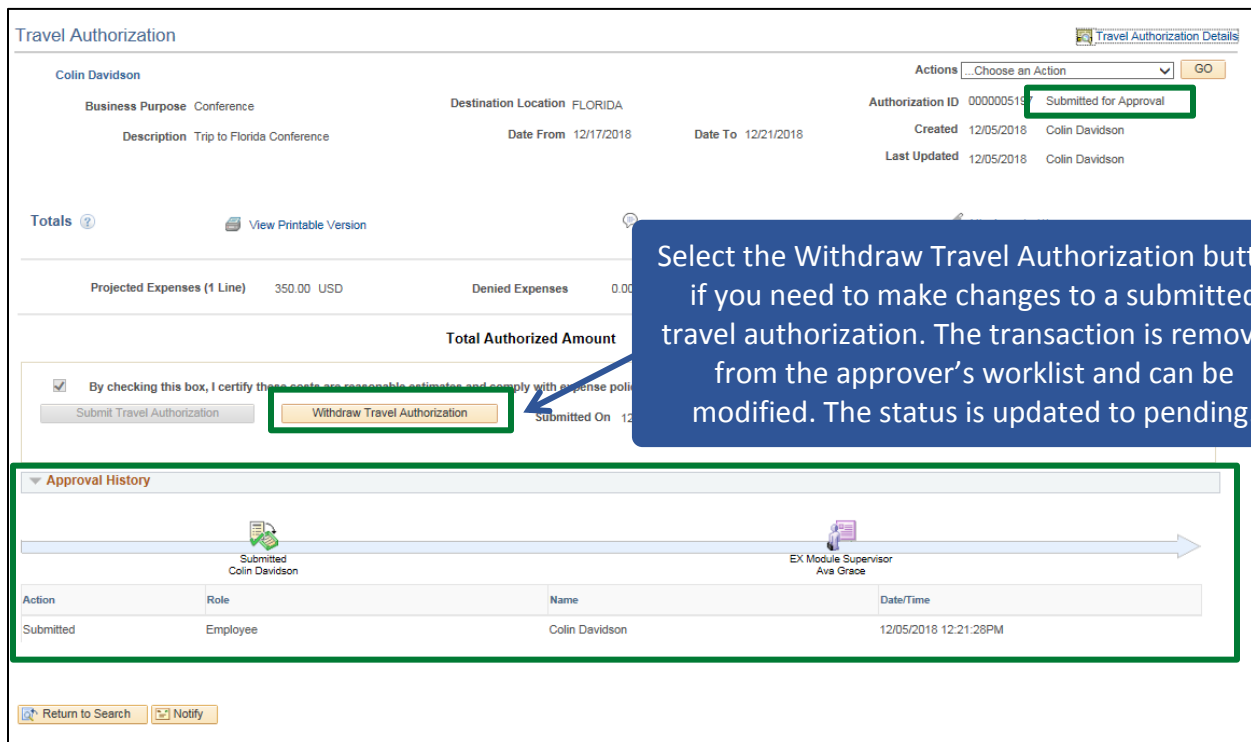
Submit Travel Authorization

Refresh Approval Status

Return to Search Notify

Click the **Refresh Approval Status** button.

The travel authorization has been routed to your supervisor for approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the travel authorization, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.



Travel Authorization

Colin Davidson

Actions: Choose an Action **GO**

Business Purpose: Conference
Destination Location: FLORIDA
Description: Trip to Florida Conference
Date From: 12/17/2018
Date To: 12/21/2018

Authorization ID: 0000005197 **Submitted for Approval**

Created: 12/05/2018 Colin Davidson
Last Updated: 12/05/2018 Colin Davidson

Totals: View Printable Version

Projected Expenses (1 Line): 350.00 USD
Denied Expenses: 0.00 USD

Total Authorized Amount

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization **Withdraw Travel Authorization** Submitted On: 12/05/2018

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/05/2018 12:21:28PM

Return to Search Notify

Select the Withdraw Travel Authorization button if you need to make changes to a submitted travel authorization. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

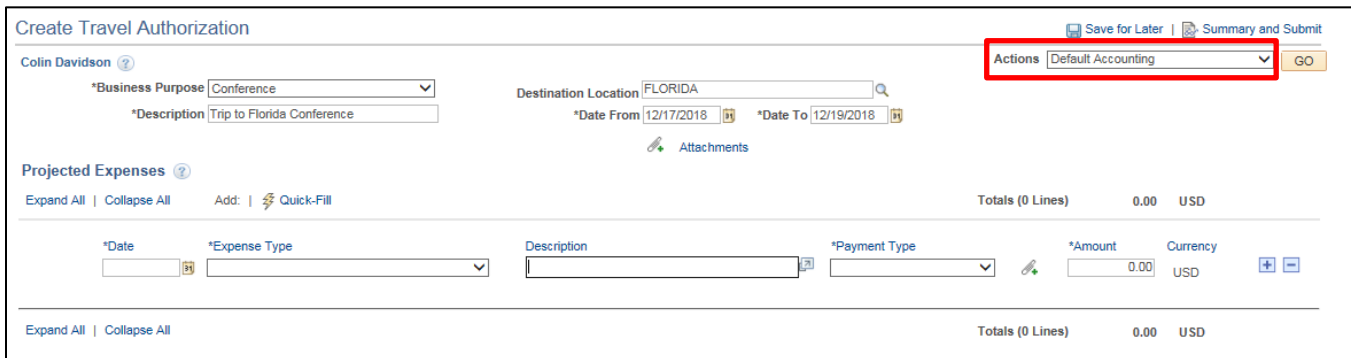
Change Default Accounting for Travel Authorization

Situations when this function is used: All employees have default accounting set up that will automatically pull into expense transactions. Use this functionality if you have split funding, or your accounting information is going to be different than your default accounting.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

NOTE: It is recommended that you change the default accounting prior to adding expense lines. Changes to the default accounting will automatically default onto existing lines as long as the ChartField information was not manually updated in the Accounting Details section. Any manual updates are retained.



Create Travel Authorization

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

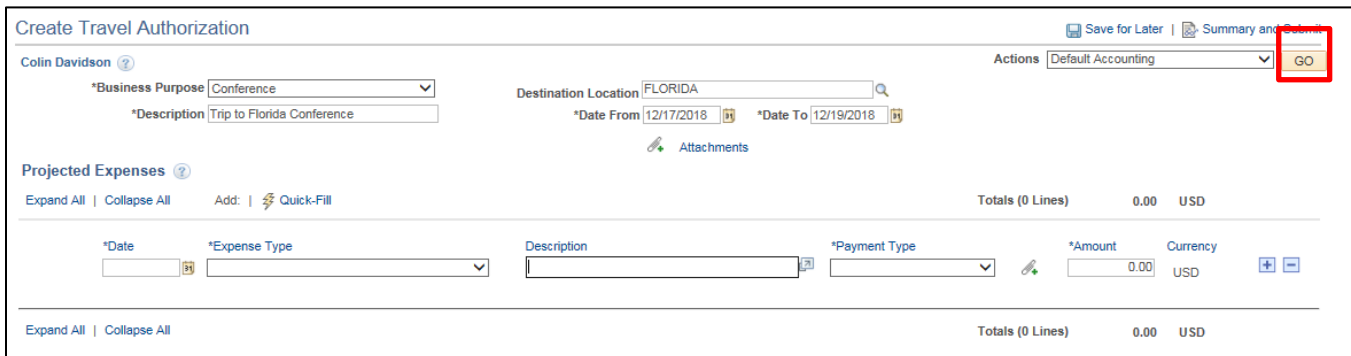
Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Select **Default Accounting** from the Actions drop-down box.



Create Travel Authorization

Colin Davidson ?

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Attachments

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

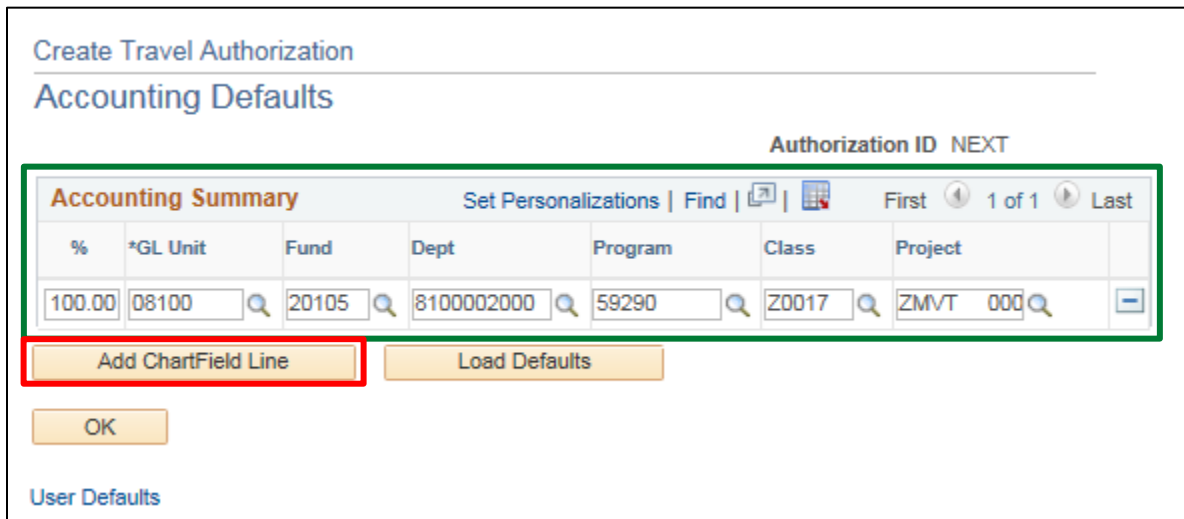
*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Click the **GO** button.

The **Create Travel Authorization - Accounting Defaults** page displays the default ChartField values from the employee's profile. Depending on your business need, the default accounting may not necessarily apply to every situation. The accounting defaults, for every line on the travel authorization being created, can be changed here.



Create Travel Authorization
Accounting Defaults

Authorization ID NEXT

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000

Add ChartField Line Load Defaults

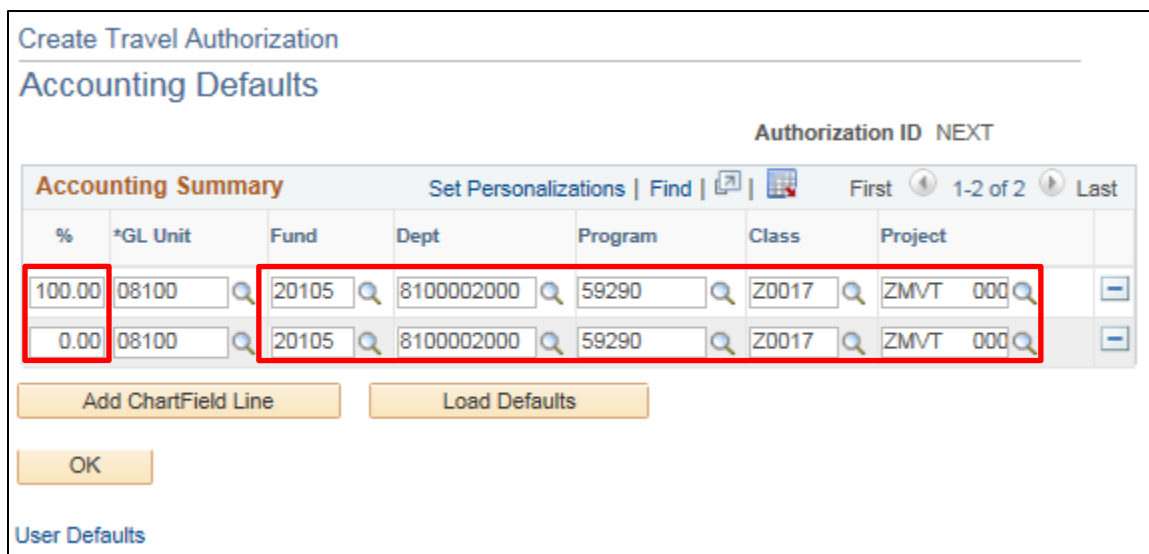
OK

User Defaults

Make any necessary changes to the ChartFields. Please remember that any changes made here will apply to each of your travel authorization expense lines.

NOTE: The GL unit should never be changed. The Account defaults from the expense type and cannot be changed.

Some departments utilize split funding which can also be done here. To add a ChartField line, click the **Add ChartField Line** button.



Create Travel Authorization
Accounting Defaults

Authorization ID NEXT

Accounting Summary Set Personalizations | Find | First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
100.00	08100	20105	8100002000	59290	Z0017	ZMVT 000
0.00	08100	20105	8100002000	59290	Z0017	ZMVT 000

Add ChartField Line Load Defaults

OK

User Defaults

Update the **Percentage** and **ChartFields** for each line.

Create Travel Authorization

Accounting Defaults

Authorization ID NEXT

Accounting Summary Set Personalizations | Find | First 1-2 of 2 Last

%	*GL Unit	Fund	Dept	Program	Class	Project
50.00	08100	20105	8100002000	59290	Z0017	ZMVT 000
50.00	08100	20105	810000220 x	59290	Z0017	ZMVT 000

Add ChartField Line Load Defaults

OK

User Defaults

Click the **OK** button to return to the **Create Travel Authorization - Details** page.

Create Travel Authorization

Colin Davidson ?

*Business Purpose Conference

*Description Trip to Florida Conference

Destination Location FLORIDA

*Date From 12/17/2018 *Date To 12/19/2018

Attachments

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
				0.00	USD

Expand All | Collapse All Totals (0 Lines) 0.00 USD

In the Projected Expenses section, enter the estimated **Date** of the expense.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Actions: Default Accounting GO

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency
12/17/2018	<ul style="list-style-type: none"> IN VEHICLE RENTAL INTERNET ACCESS ITEMS FOR RESALE Judicial only-Court Incentives LEG NT 50+ MI LEG NT PER DIEM MEAL LEG NT PER DIEM ROOM LEG TX LESS 50 MI LEG TX PER DIEM MEAL LEG TX PER DIEM ROOM LICENSE - ATTORNEY LICENSE - CDL MEMBERSHIP DUES MOVING EXPENSES OUT AIR TRANSP OUT BREAKFAST OUT COMMUTER MILE OUT CONF/TRAIN REGIST OUT DINNER OUT INCIDENTALS OUT LODGING OUT LUNCH OUT MILEAGE - ADJ - 1 PM OUT MILES - FULL OUT MILES - REDUCED RATE OUT TRANSPORT OTHER OUT VEHICLE RENTAL PHONE SERVICE - CELL PHONE SVC NON-CELL PHOTOCOPIES 			0.00	USD

Totals (0 Lines) 0.00 USD

Click the **Expense Type** drop-down list and select the appropriate expense type from the list.

Create Travel Authorization

Colin Davidson

*Business Purpose: Conference

*Description: Trip to Florida Conference

Destination Location: FLORIDA

*Date From: 12/17/2018 *Date To: 12/19/2018

Actions: ...Choose an Action GO

Projected Expenses

Expand All | Collapse All Add: Quick-Fill

Totals (1 Line) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT MILES - FULL		Employee	0.00	USD

*Billing Type: Non-Taxabl

*Originating Location

*Destination Location: FLORIDA

*Miles: x 0.5450

Accounting Details

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Expand the **Accounting Details** section by clicking the Expand Accounting Lines icon.

The **Accounting Details** section expands and the ChartFields defined on the Accounting Defaults page display for the line.

Create Travel Authorization

Save for Later

Summary and Submit

Colin Davidson

*Business PurposeConference

*DescriptionTrip to Florida Conference

Destination LocationFLORIDA

*Date From12/17/2018

*Date To12/19/2018

ActionsDefault Accounting

GO

Projected Expenses

Expand All | Collapse All

Add: Quick-Fill

*Date12/17/2018

*Expense TypeOUT MILES - FULL

*Description

*Billing TypeNon-Taxab

*Originating Location

*Destination LocationFLORIDA

*Miles x 0.5450

Accounting Details

Chartfields

Amount	*GL Unit	Fund	Dept	Program	Class	Project		
	08100	20105	8100002000	59290	Z0017	ZMVT 000-		
	08100	20105	8100002200	59290	Z0017	ZMVT 000-		

Expand All | Collapse All

Totals (1 Line) 0.00 USD

Remember, you can update the ChartFields after the expense line is added as long as the ChartField values were not updated in the Accounting Details section. Select the Default Accounting option from the Actions drop-down and click the GO button to change the defaults.

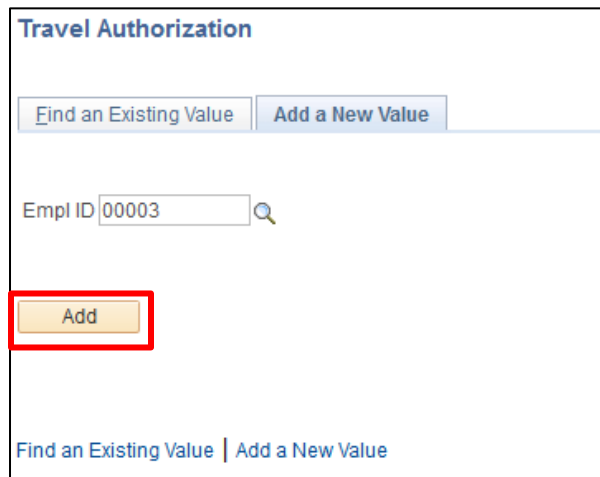
Copy a Travel Authorization

Situations when this function is used: A travel authorization can be created by copying and modifying an existing travel authorization.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

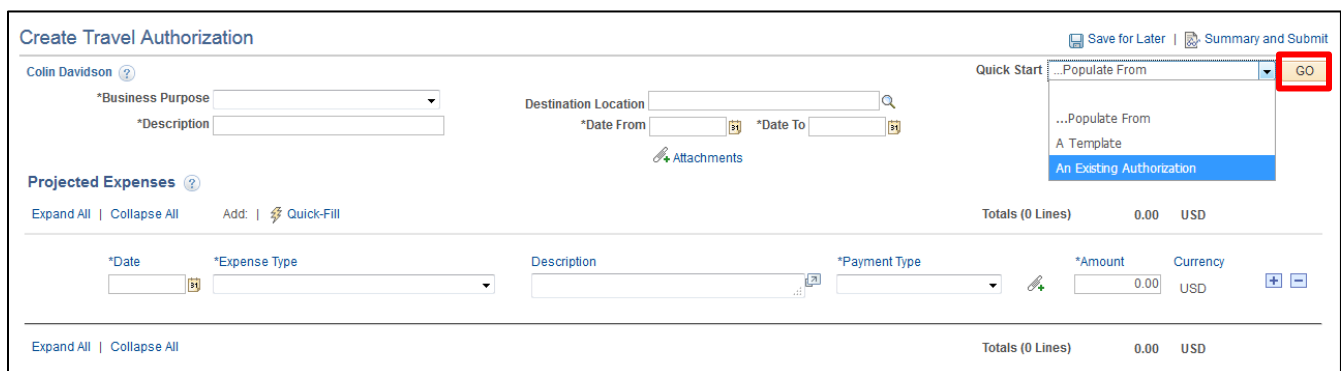
Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

The **Travel Authorization** page displays.



Click **Add**

The **Create Travel Authorization** page displays.



Quick Start Menu - Select **Populate From An Existing Authorization** from the drop-down menu

Click **GO**

A list of available Travel Authorizations to copy opens in a window:

Copy From an Existing Travel Authorization

Help

From Date To Search

Travel Authorization Information						
	Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Trip to Florida	0000005198	12/10/2018	12/14/2018	191.42 USD	
Select	Trip to Florida Conference	0000005197	12/17/2018	12/21/2018	350.00 USD	
Select	Trip to Florida Conference	0000005196	12/17/2018	12/21/2018	100.00 USD	
Select	Trip to Florida Conference	0000005195	12/04/2018	12/05/2018	100.00 USD	

Return

Click **Select** next to the authorization you want to copy, use the scroll bars as need to see more options

You're returned to the **Create Travel Authorization** page - the fields are populated from the existing travel authorization.

Create Travel Authorization

[Save for Later](#) | [Summary and Submit](#)

Colin Davidson ?

Actions ...Choose an Action GO

*Business Purpose Conference
 *Description Trip to Florida Conference

Destination Location FLORIDA
 *Date From 12/17/2018 *Date To 12/21/2018
[Attachments](#)

Projected Expenses ?

Expand All | Collapse All
Add: ⚡ Quick-Fill

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
12/17/2018	OUT CONF/TRAIN REGIST	Conference Registration Fee	Employee	350.00	USD

*Billing Type Non-Taxabl
 *Originating Location MONTPELIER VT
 *Location FLORIDA
[Accounting Details](#)

Expand All | Collapse All
Totals (0 Lines) 350.00 USD

Make any edits such as dates, amounts, etc. and click the **Save for Later** or **Summary and Submit** link

Note: Travel dates must be in the future, the system will not allow past dates

Modify a Travel Authorization

Situations when this function is used: A travel authorization can be modified if it has been saved for later or sent back for revision.

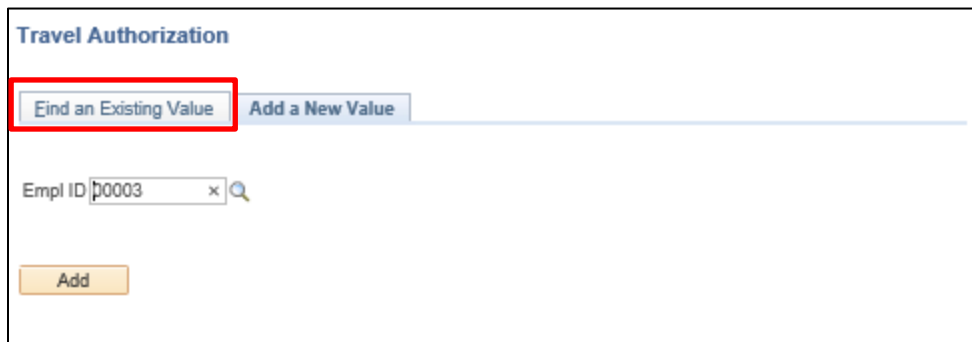
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

Home Page Tile Navigation: TE tile > Travel Authorization > Create/Modify Travel Auth

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

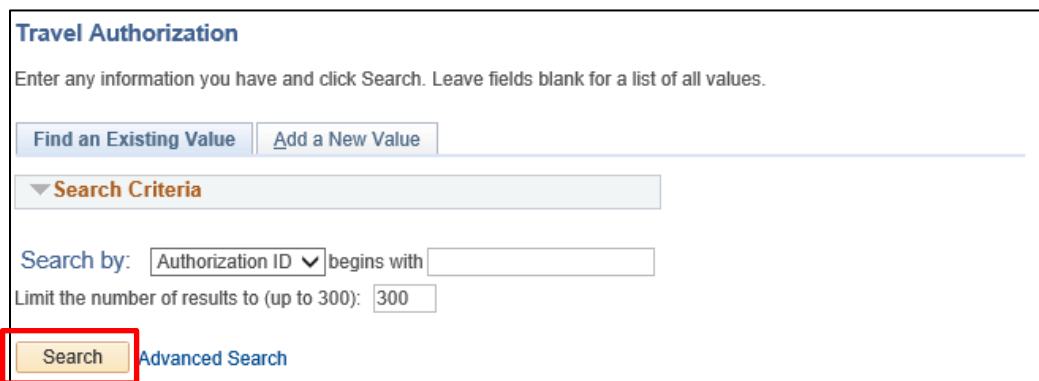


The **Travel Authorization - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



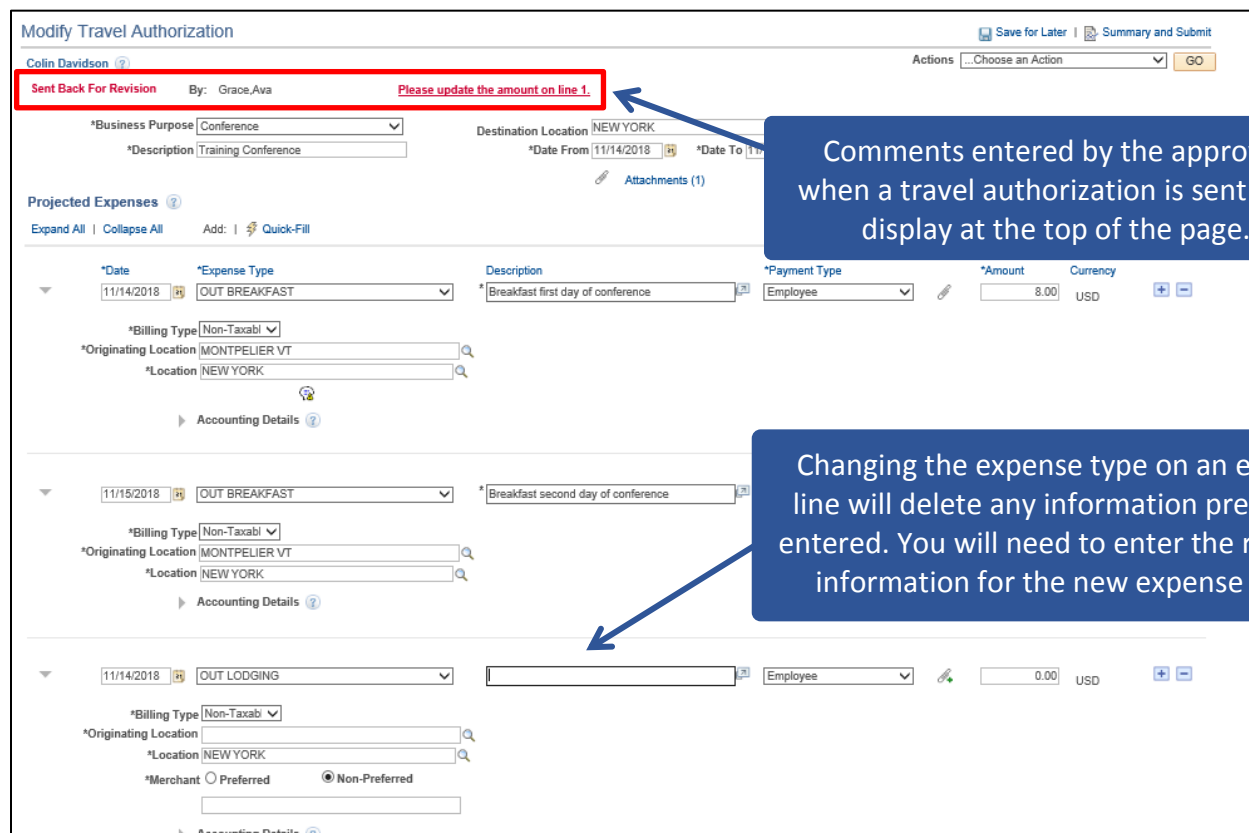
Click the **Find an Existing Value** tab.

The **Travel Authorization - Find an Existing Value** page displays.



Click the **Search** button.

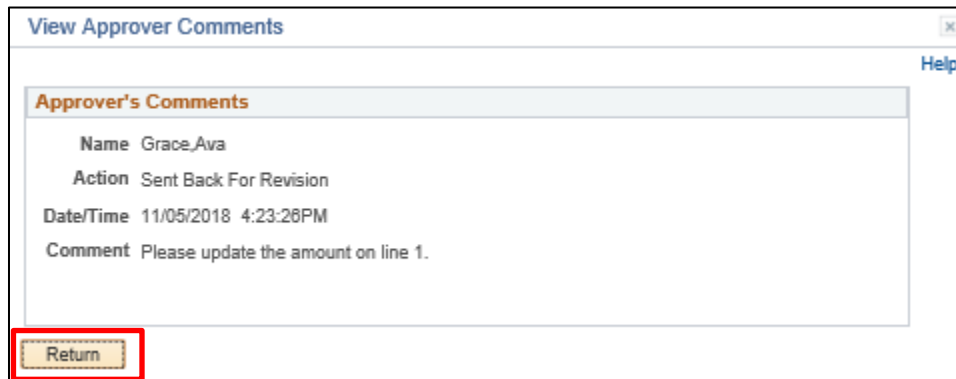
Clicking the **Search** button will list all travel authorizations in a pending status or if there is only one, the **Modify Travel Authorization - Details** page will display.



Changes can be made to the travel authorization like you would if you were entering an authorization. The travel authorization information is editable. See [Entering Travel Authorizations](#) for additional instructions.

Click the **Comments** link.

The View Approver Comments page displays the approver's name, the date/time the transaction was sent back and the entire approver's comment.



Approver's Comments	
Name	Grace_Ava
Action	Sent Back For Revision
Date/Time	11/05/2018 4:23:26PM
Comment	Please update the amount on line 1.

[Return](#)

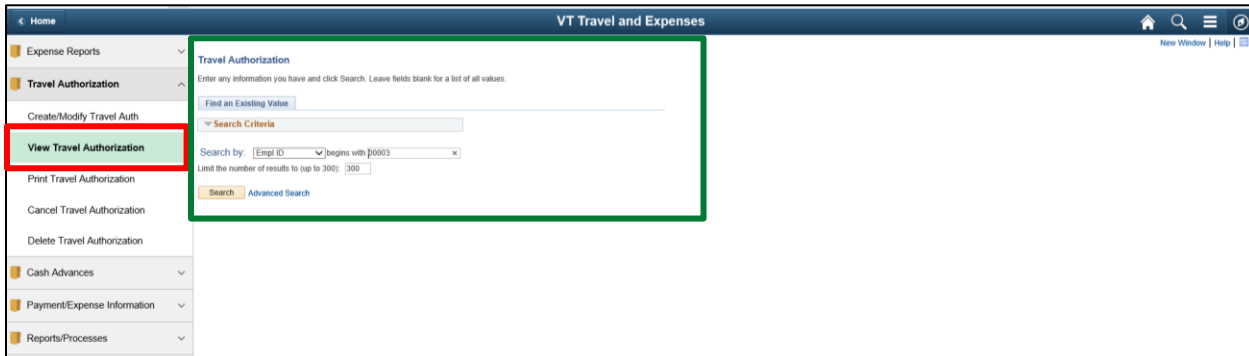
Review the comment to see what changes need to be made to the travel authorization.
Click the [Return](#) button to return to Modify Travel Authorization - Details page.

View Travel Authorization

Situations when this function is used: Travel Authorizations are available to view in the system and it may not be necessary to print.

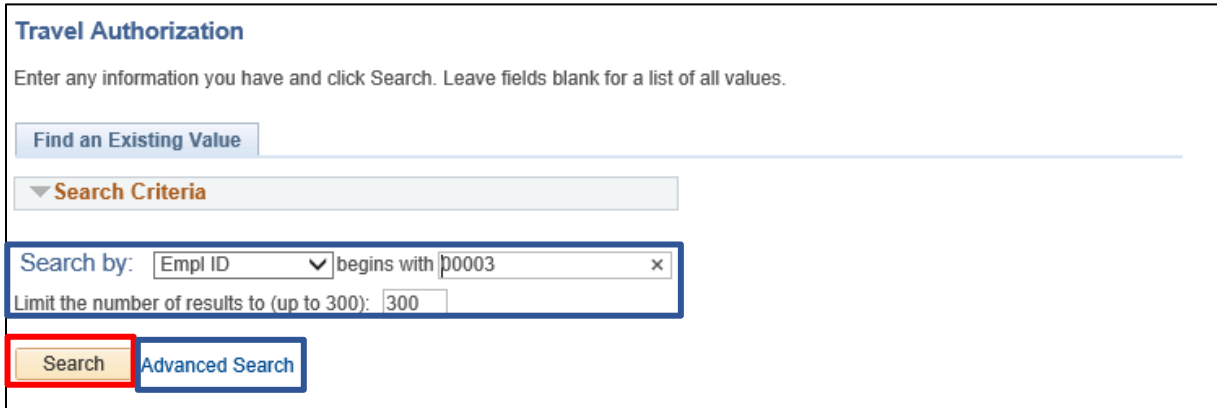
Home Page Tile Navigation: TE tile > Travel Authorization > View Travel Authorization

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > View



The screenshot shows the 'VT Travel and Expenses' application. On the left, a navigation menu has 'View Travel Authorization' highlighted with a red box. The main area displays the 'Travel Authorization' search interface, which includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, a search field with 'Empl ID' selected and 'begins with 00003' entered, a limit of 300 results, and 'Search' and 'Advanced Search' buttons. A green box highlights the search criteria section.

The **View Travel Authorization** search page displays in the work area and the Empl ID automatically defaults.



This close-up view of the search page shows the 'Search by' dropdown set to 'Empl ID' and the search criteria 'begins with 00003'. The 'Search' button is highlighted with a red box, and the 'Advanced Search' button is also visible.

NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the Travel Authorization ID that you want to view you can update the Search By option to Authorization ID and then enter the number into the Travel Authorization ID field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Empl ID ▼ begins with p0003 ×

Limit the number of results to (up to 300): 300

Search Advanced Search

Search Results

View All First 1-7 of 7 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson, Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson, Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson, Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson, Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson, Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson, Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson, Colin	In Process	11/05/2018

Select the **Empl ID** link for the travel authorization you would like to view.

The **View Travel Authorization - Summary** page displays.

Travel Authorization

Colin Davidson

Business Purpose

Conference

Destination Location

NEW YORK

Description

Training Conference

Date From

11/07/2018

Date To

11/09/2018

Authorization ID

0000004754

Status

Approved

Created

11/06/2018

Created By

Colin Davidson

Last Updated

11/06/2018

Last Updated By

Ava Grace

Actions

Choose an Action

GO

Totals

View Printable Version

Notes

Attachments (1)

Projected Expenses (8 Lines)

586.00 USD

Denied Expenses

0.00 USD

Total Authorized Amount

586.00 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Submitted On

11/06/2018

Submitted By

Colin Davidson

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

Return to Search

Previous in List

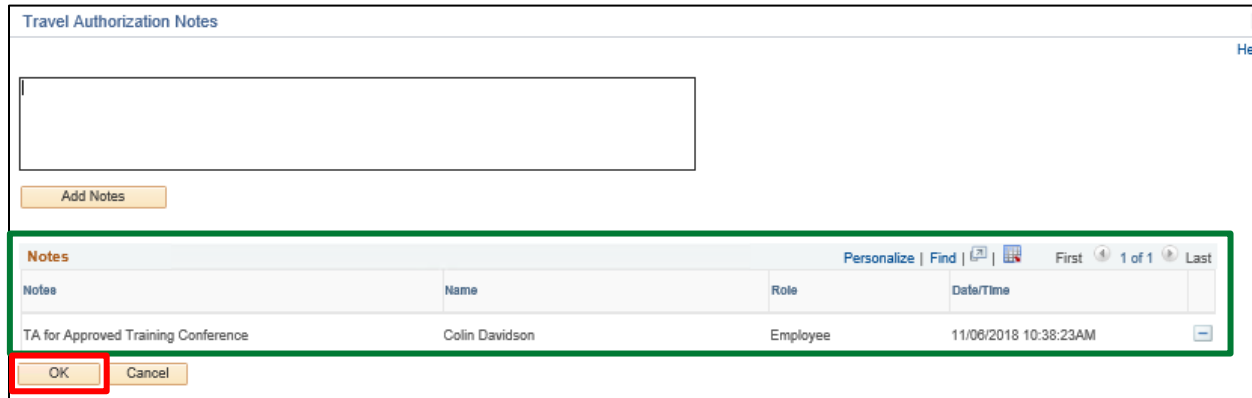
Next in List

Notify

The travel authorization information displays including the Total, Notes, Attachments and Approval History. All fields will be grayed out when viewing an authorization. The status will be located at the top of the page.

Click the **Notes** link.

The **Travel Authorization Notes** page displays any comments entered by the employee on the travel authorization.



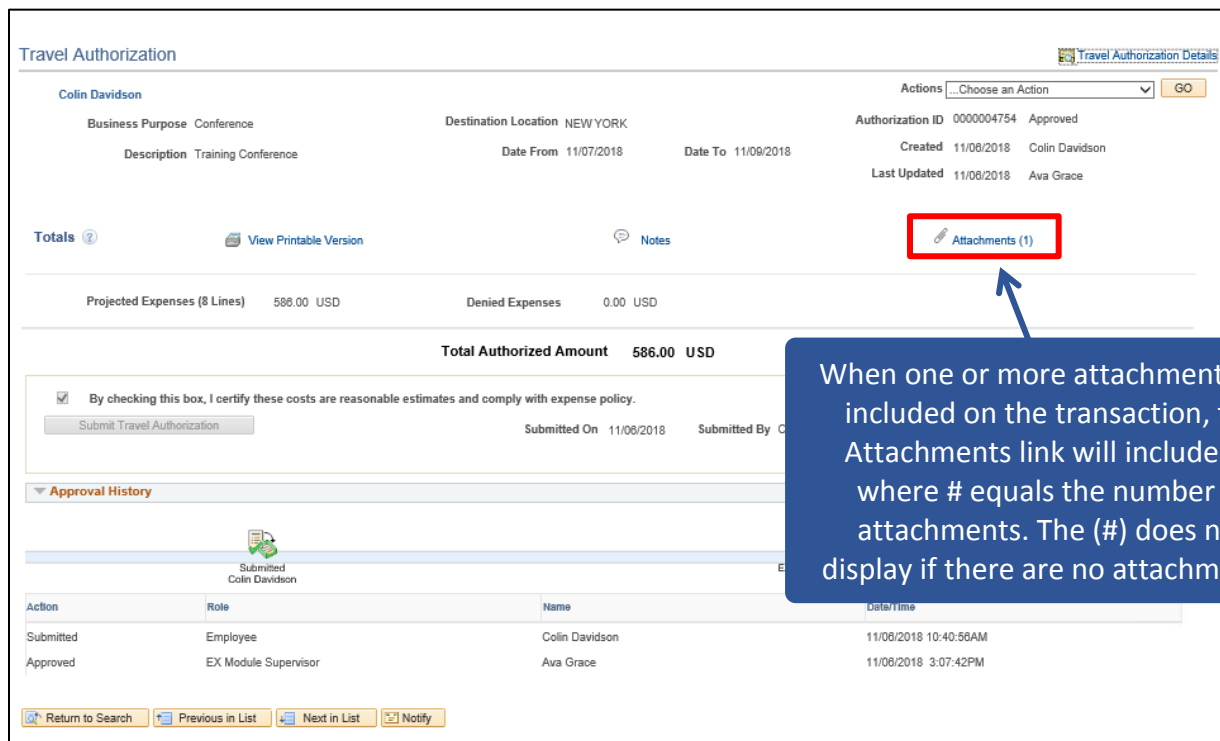
Travel Authorization Notes

[Add Notes](#)

Notes	Name	Role	Date/Time
TA for Approved Training Conference	Colin Davidson	Employee	11/06/2018 10:38:23AM

[OK](#) [Cancel](#)

Click the **OK** button to return to the **View Travel Authorization - Summary** page.



Travel Authorization

Colin Davidson

Business Purpose: Conference
Destination Location: NEW YORK
Description: Training Conference
Date From: 11/07/2018
Date To: 11/09/2018

Authorization ID: 0000004754
Created: 11/06/2018
Last Updated: 11/06/2018

Totals [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

Projected Expenses (8 Lines): 586.00 USD
Denied Expenses: 0.00 USD
Total Authorized Amount: 586.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#) Submitted On: 11/06/2018 Submitted By: Colin Davidson

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The (#) does not display if there are no attachments.

Click the **Attachments (#)** link.

The **Travel Auth Attachments** page displays.

Travel Auth Attachments

Travel Authorization ID 0000004754

Details
Personalize | Find | View All | First 1 of 1 Last

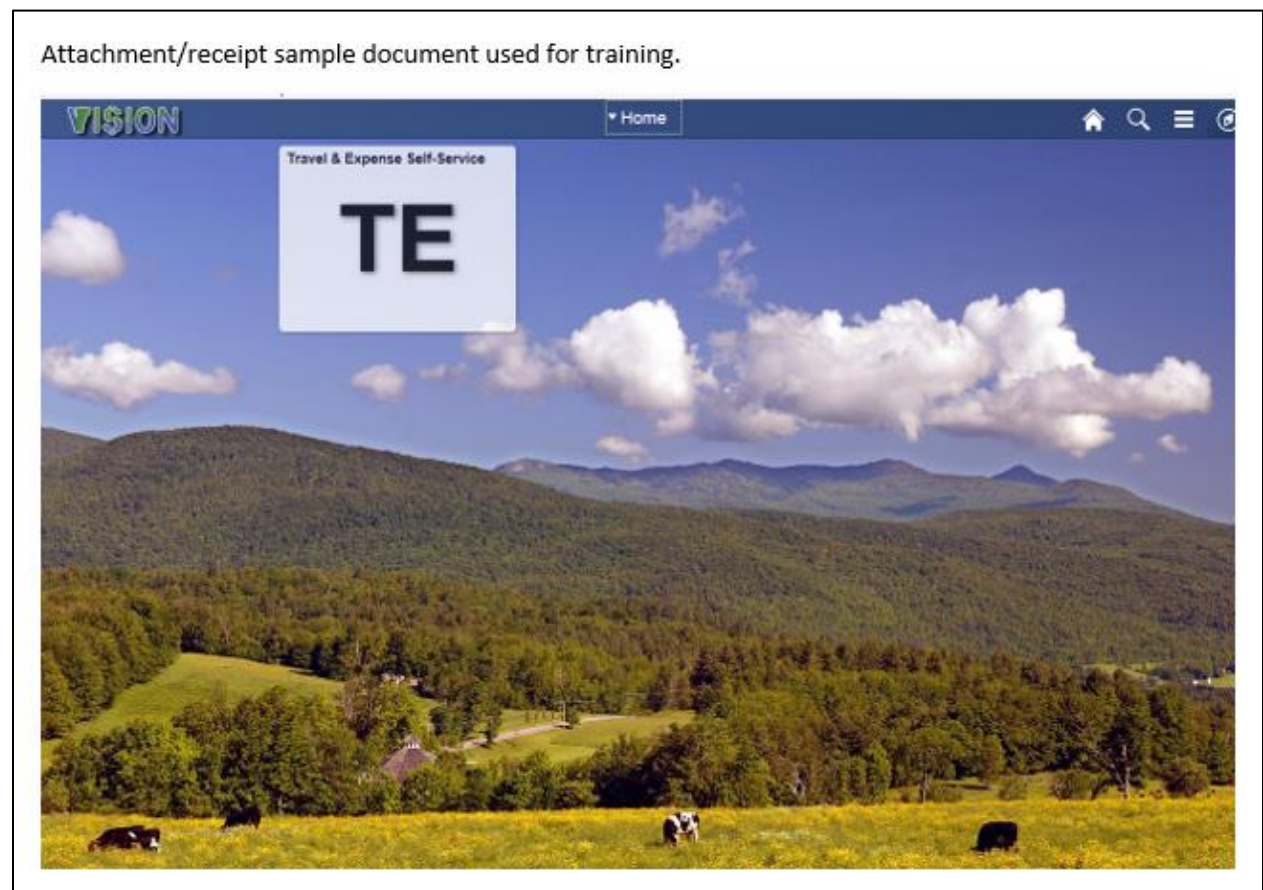
File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Conference Information Attachment	CDAVIDSO	Colin Davidson	11/06/2018 10:40:56AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK
Cancel

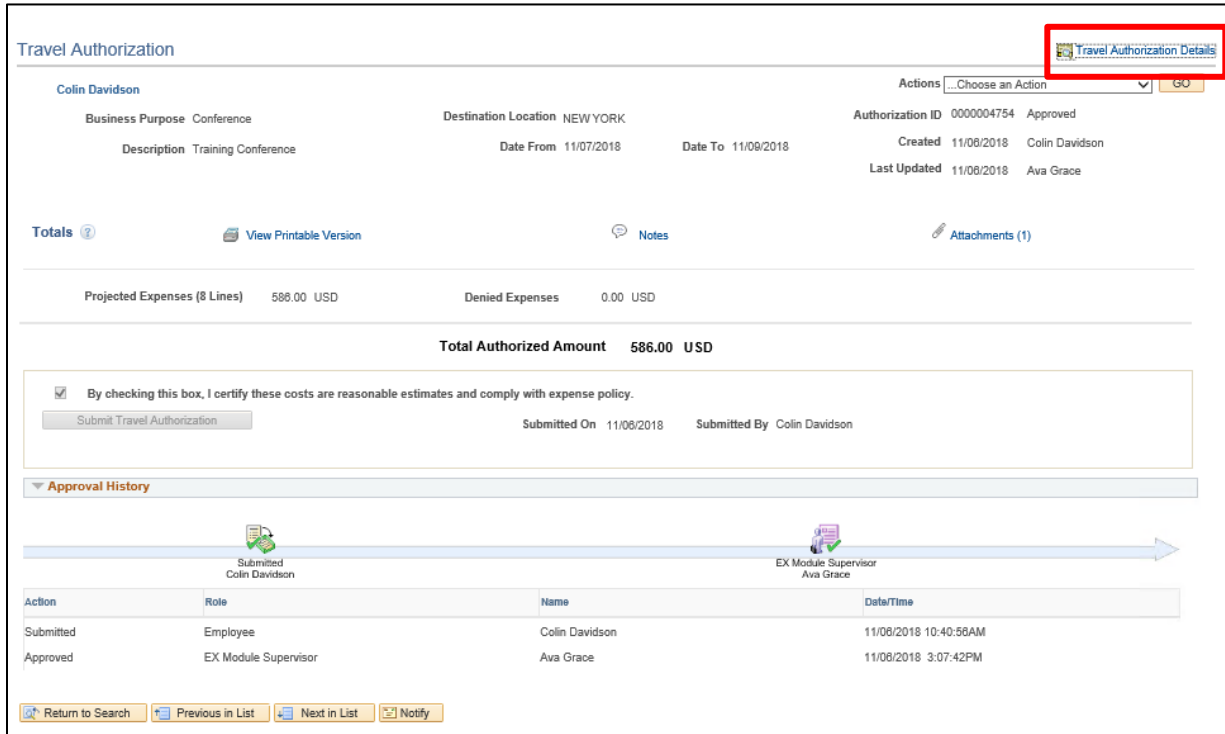
The File Name is a link to the attachment.

Click the **File Name** link to view the attachment.



Close the attachment and click the **OK** button on the Travel Auth Attachments page.

The **View Travel Authorization - Summary** page displays.



Travel Authorization

Colin Davidson

Business Purpose: Conference
Description: Training Conference

Destination Location: NEW YORK
Date From: 11/07/2018
Date To: 11/09/2018

Authorization ID: 0000004754
Approved
Created: 11/08/2018
Last Updated: 11/08/2018
Submitted By: Colin Davidson
Submitted On: 11/06/2018

Totals (8 Lines): 586.00 USD
Denied Expenses: 0.00 USD
Total Authorized Amount: 586.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

[Submit Travel Authorization](#)

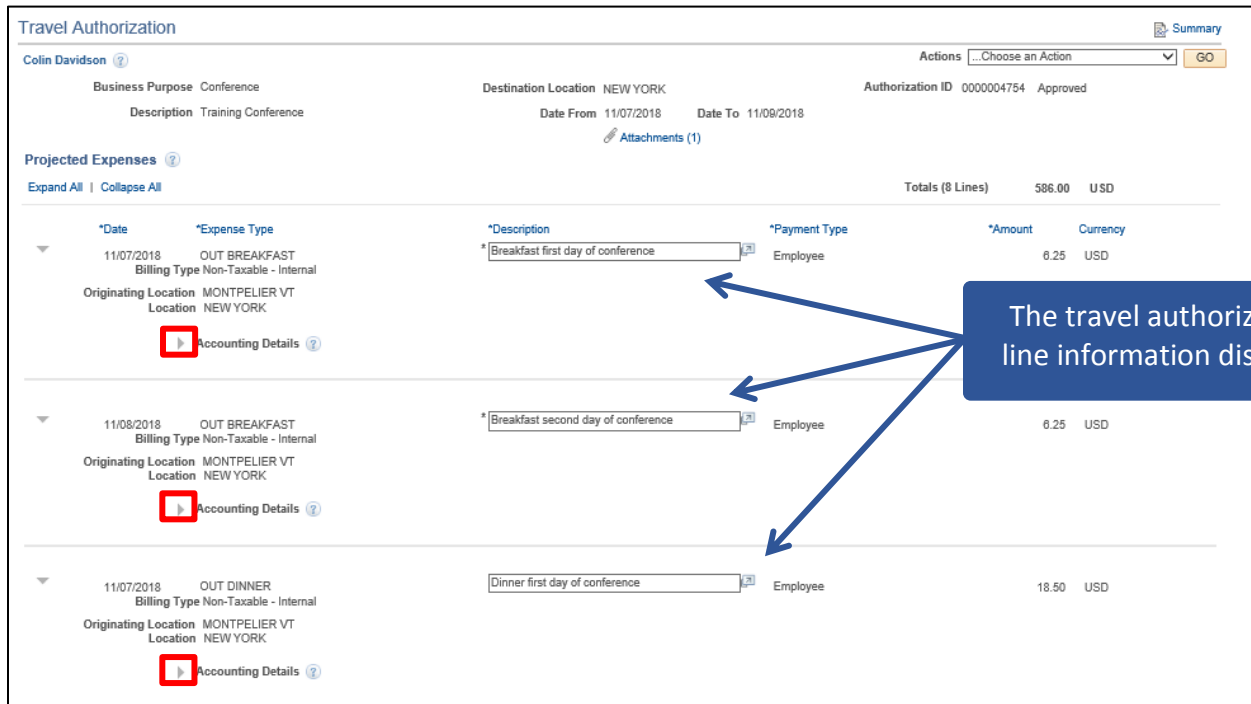
Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	11/06/2018 10:40:56AM
Approved	EX Module Supervisor	Ava Grace	11/06/2018 3:07:42PM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Click the **Travel Authorization Details** link.

The **View Travel Authorization - Details** page displays.



Travel Authorization

Colin Davidson

Business Purpose: Conference
Description: Training Conference

Destination Location: NEW YORK
Date From: 11/07/2018
Date To: 11/09/2018

Authorization ID: 0000004754
Approved

Projected Expenses

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
11/07/2018	OUT BREAKFAST	*Breakfast first day of conference	Employee	6.25	USD
Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK Accounting Details					
11/08/2018	OUT BREAKFAST	*Breakfast second day of conference	Employee	6.25	USD
Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK Accounting Details					
11/07/2018	OUT DINNER	Dinner first day of conference	Employee	18.50	USD
Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK Accounting Details					

The travel authorization line information displays.

Click the **Expand Accounting Line** icon to review the accounting information for the line.

The Accounting Details section expands and displays the ChartField information.

Travel Authorization
Summary

Colin Davidson
Actions: Choose an Action GO

Business Purpose: Conference
Description: Training Conference
Destination Location: NEW YORK
Date From: 11/07/2018 Date To: 11/09/2018
Authorization ID: 0000004754 Approved

Projecting Expenses
Attachments (1)

Expand All Collapse All
Totals (8 Lines) 586.00 USD

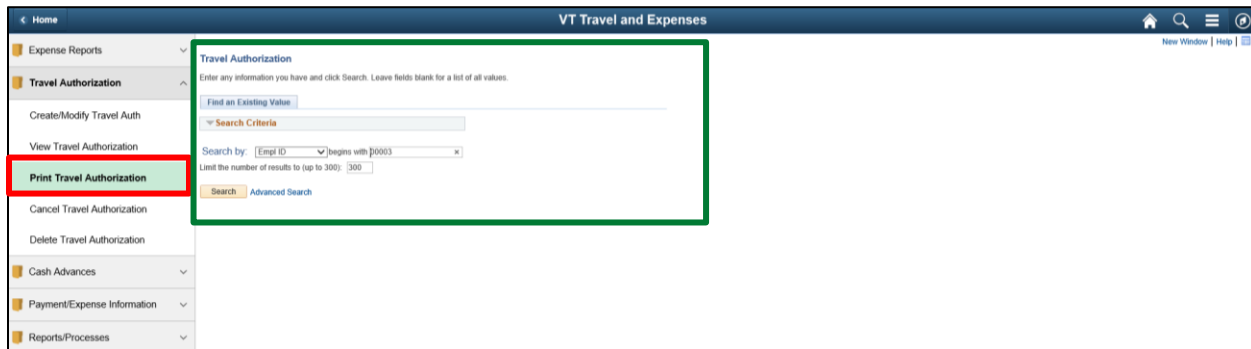
Date	Expense Type	Description	Payment Type	Amount	Currency																		
11/07/2018	OUT BREAKFAST	Breakfast first day of conference	Employee	6.25	USD																		
Billing Type Non-Taxable - Internal																							
Originating Location MONTPELIER VT																							
Location NEW YORK																							
Accounting Details <div> Chartfields <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																
11/08/2018	OUT BREAKFAST	Breakfast second day of conference	Employee	6.25	USD																		
Billing Type Non-Taxable - Internal																							
Originating Location MONTPELIER VT																							
Location NEW YORK																							
Accounting Details <div> Chartfields <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>Z0017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																

Print a Travel Authorization

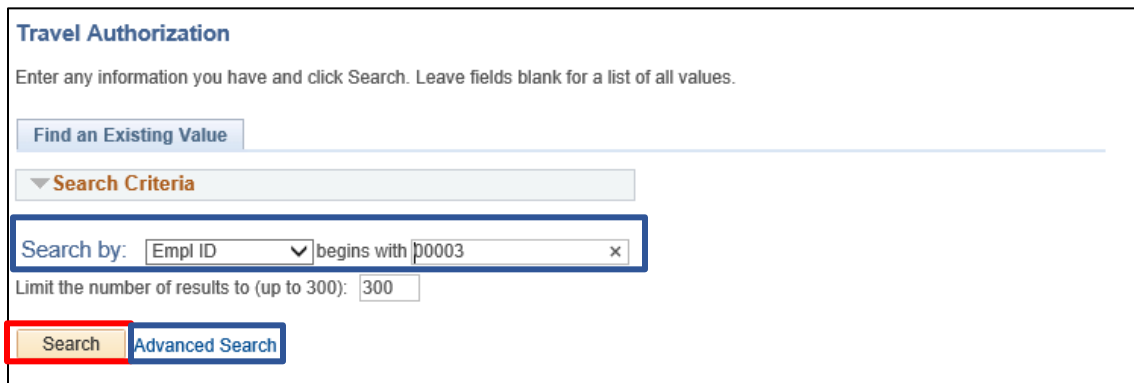
Situations when this function is used: Travel authorization might need to be printed.

Home Page Tile Navigation: TE tile > Travel Authorization > Print Travel Authorization

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Print



The **Print Travel Authorization** search page displays in the work area and the Empl ID automatically defaults.



NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the **Travel Authorization ID** that you want to view you can update the **Search By** option to **Authorization ID** and then enter the number into the **Travel Authorization ID** field.

To view all Travel Authorizations, click the **Search** button.

A list of travel authorizations displays in the search results.

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Empl ID ▼ begins with 00003 ×

Limit the number of results to (up to 300): 300

Search Advanced Search

Search Results

View All First 1-7 of 7 Last

Empl ID	Authorization ID	Description	Name	Status	Creation Date
00003	0000004756	Trip To Florida Conference	Davidson, Colin	Pending	11/07/2018
00003	0000004755	Trip To Florida Conference	Davidson, Colin	Submitted	11/07/2018
00003	0000004754	Training Conference	Davidson, Colin	Approved	11/06/2018
00003	0000004753	Conference in DC	Davidson, Colin	Submitted	11/05/2018
00003	0000004752	Training in Florida	Davidson, Colin	Submitted	11/05/2018
00003	0000004751	Training Conference	Davidson, Colin	Pending	11/05/2018
00003	0000004750	Training Out of Country	Davidson, Colin	In Process	11/05/2018

Select the **Empl ID** link for the travel authorization you want to print.

A printable version of the travel authorization will display.

File Edit View Favorites Tools Help
Page Safety Tools

VT Travel and Expenses

Expense Reports
Travel Authorization
Create/Modify Travel Auth
View Travel Authorization
Print Travel Authorization
Cancel Travel Authorization
Delete Travel Authorization
Cash Advances
Payment/Expense Information
Reports/Processes

To print this report, please use your browser's print feature.

VERMONT

Travel Authorization

Colin Davidson

Report Date: 11/20/2018
Report Time: 12:51:06PM

Authorization ID: 0000004752
Description: Training in Florida
Employee ID: 00003
Business Purpose: Training
Status: Closed

Date From: 11/12/2018 To: 11/15/2018

Comment:

Date	Expense Type	Merchant	Amount	Location
11/12/2018	OUT LODGING	Hilton	800.00 USD	FLORIDA
11/12/2018	OUT AIR TRANSP	Spirit	400.00 USD	FLORIDA
Total Travel Authorization Amt			1,000.00 USD	
Non-Reimbursable Expenses			0.00 USD	
Total Travel Authorization			1,000.00 USD	

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Colin Davidson 11/05/2018

Employee Signature Date

This authorization to travel is hereby approved.

Ava Grace 11/07/2018

Approved By Date

Follow the instructions you currently use to print from your browser.

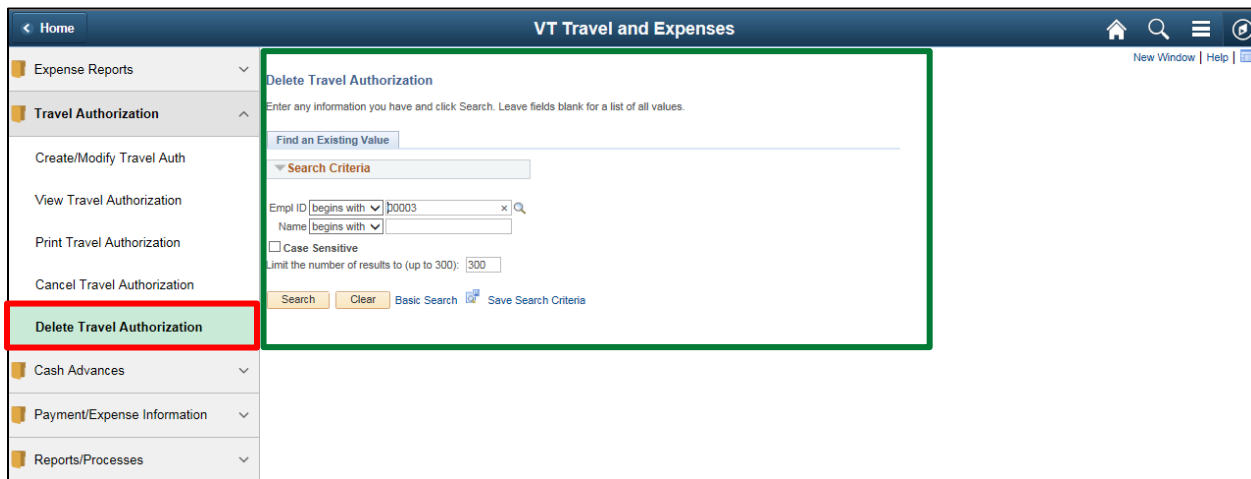
Delete a Travel Authorization

Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status.

NOTE: *If the authorization is valid but cannot be approved in time for month end closing, it can be sent back to the employee, and then the employee can resubmit the transaction. The accounting date and budget date will update to the current date.*

Home Page Tile Navigation: TE tile > Travel Authorization > Delete Travel Authorization

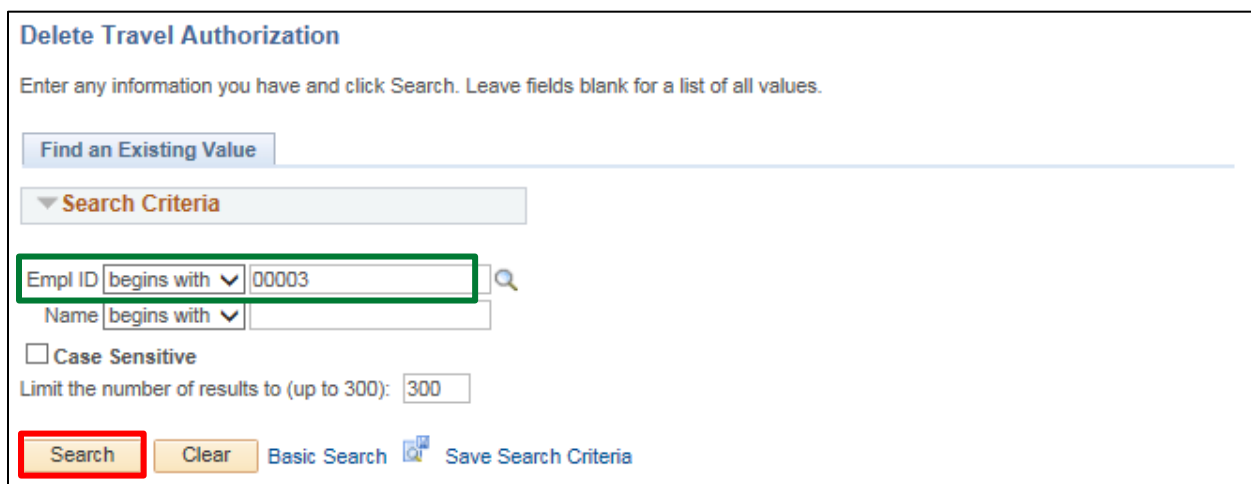
Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Delete



The screenshot shows the 'VT Travel and Expenses' interface. On the left sidebar, the 'Delete Travel Authorization' option is highlighted with a red box. The main content area displays the 'Delete Travel Authorization' search page, which includes a search criteria section highlighted with a green box. The search criteria section contains the following fields:

- Find an Existing Value (button)
- Search Criteria (dropdown menu)
- Empl ID (dropdown menu set to 'begins with' and text input '00003')
- Name (dropdown menu set to 'begins with' and text input)
- Case Sensitive (checkbox)
- Limit the number of results to (up to 300): (text input '300')
- Search (button)
- Clear (button)
- Basic Search (button)
- Save Search Criteria (button)

The **Delete Travel Authorization** search page displays in the work area and the Empl ID automatically defaults.



This is a close-up view of the 'Delete Travel Authorization' search page. The 'Search' button is highlighted with a red box. The search criteria section is highlighted with a green box. The search criteria section contains the following fields:

- Find an Existing Value (button)
- Search Criteria (dropdown menu)
- Empl ID (dropdown menu set to 'begins with' and text input '00003')
- Name (dropdown menu set to 'begins with' and text input)
- Case Sensitive (checkbox)
- Limit the number of results to (up to 300): (text input '300')
- Search (button)
- Clear (button)
- Basic Search (button)
- Save Search Criteria (button)

Click the **Search** button, it can take a few moments to load the page.

The **Travel and Expense - Delete a Travel Authorization** page displays. Any travel authorization with a 'Pending' status will display and is eligible to be deleted.

Travel and Expense
Delete a Travel Authorization
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.

Travel and Expense
Delete a Travel Authorization
Colin Davidson


Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00	USD
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

Click the **Delete Selected Authorization(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.

Travel and Expense
Delete Confirmation
Colin Davidson


The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The **Travel and Expense - Delete a Travel Authorization** page displays.

Travel and Expense
Delete a Travel Authorization
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

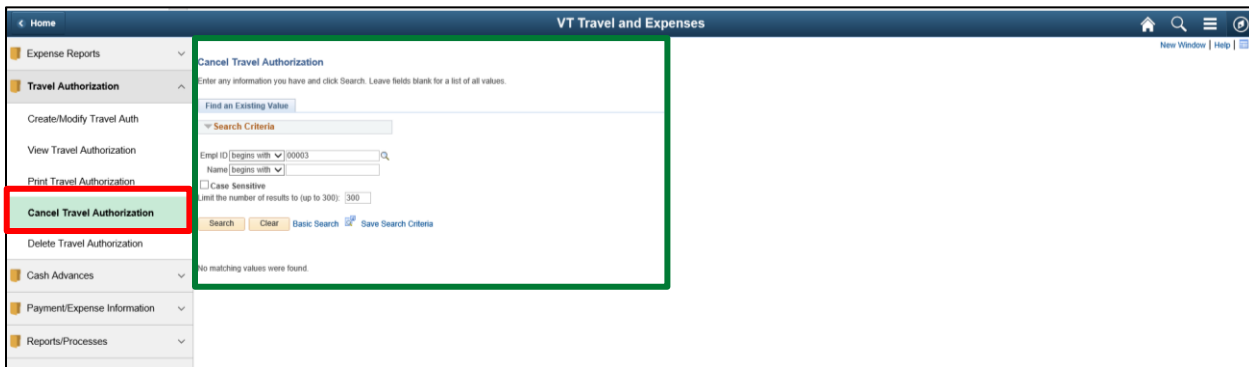
The deleted travel authorization no longer displays and will not be available to view, modify, or print.

Cancel a Travel Authorization

Situations when this function is used: Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

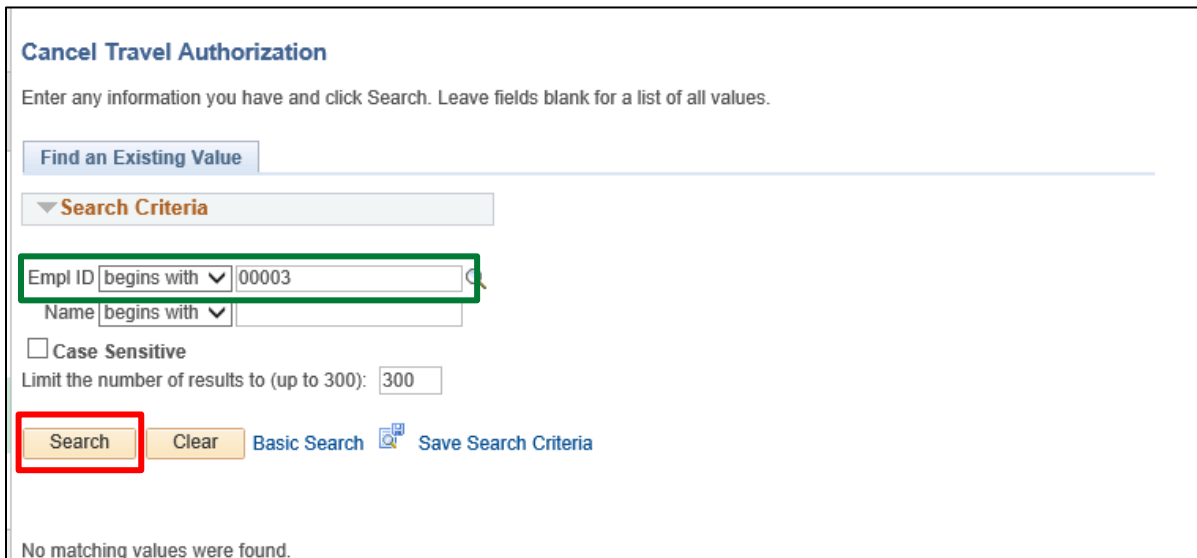
Home Page Tile Navigation: TE tile > Travel Authorization > Cancel Travel Authorization

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Travel Authorizations > Cancel



The screenshot shows the 'VT Travel and Expenses' application. On the left sidebar, the 'Cancel Travel Authorization' option is highlighted with a red box. The main content area displays the 'Cancel Travel Authorization' search page, which is outlined with a green box. The page includes a search criteria section with fields for 'Empl ID (begins with)' and 'Name (begins with)', a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300)' field. A 'Search' button is also visible.

The **Cancel Travel Authorization** search page displays in the work area and the Empl ID automatically defaults



This close-up screenshot shows the 'Cancel Travel Authorization' search page. The 'Empl ID' field is highlighted with a green box, and the 'Search' button is highlighted with a red box. The page includes a search criteria section with fields for 'Empl ID (begins with)' and 'Name (begins with)', a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300)' field. A 'Search' button is also visible.

Click the **Search** button.

The **Travel and Expense - Cancel Approved Travel Authorization** page displays. All the approved travel authorizations that are not completed will be listed.

Travel and Expense
Cancel Approved Travel Authorization
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00 USD	

Cancel Selected Travel Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

Select the travel authorization you want to cancel, by clicking the **Select** checkbox.

Travel and Expense
Cancel Approved Travel Authorization
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00 USD	

Cancel Selected Travel Authorization(s)

Click the **Cancel Selected Authorization(s)** button.

A Cancel Approved Travel Authorization page displays informing you that the selected travel authorization has been cancelled.

Travel and Expense
Cancel Approved Travel Authorization
Colin Davidson

☒ The selected transaction(s) have been cancelled.

OK

Click the **OK** button.

The **Travel and Expense - Cancel Approved Travel Authorization** page displays.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

CASH ADVANCES

CREATE Cash Advance (approved TA in VISION required)

The Basics:

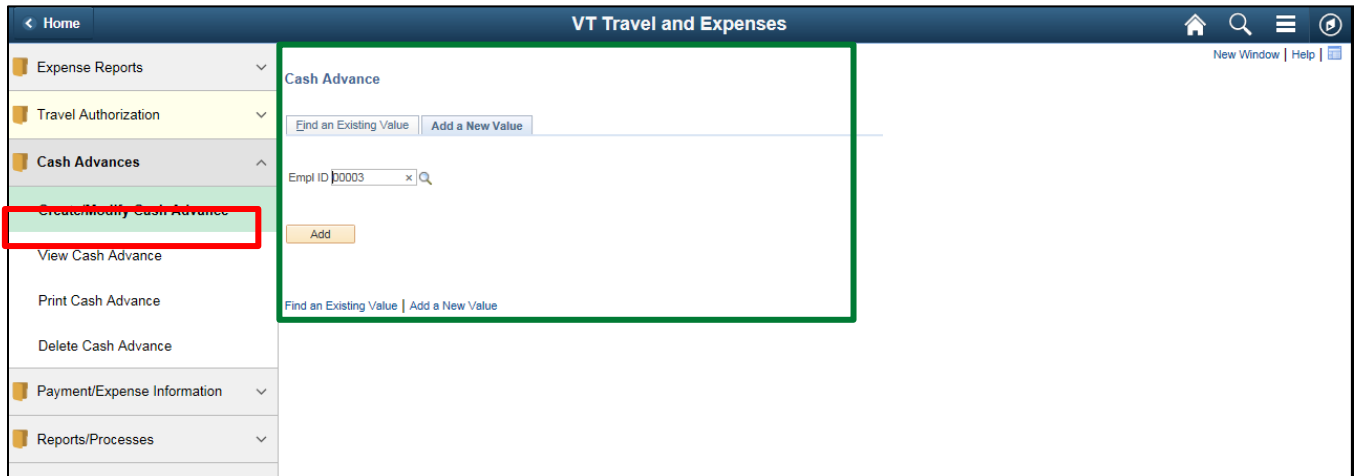
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods**- Whenever possible, Purchasing Cards (P-Cards) and direct supplier payments should be used to minimize employee reimbursements.
3. **Clear cache**- To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later**- Save often while working in the expense module, click the "Save for Later" link to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. **Minimum advance amount \$200**- The amount of the advance must not exceed the Travel Authorization and must be over \$200.
6. **Taxable over 120 days**- Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.
7. **Advances may be issued no sooner than 30 days prior to trip start date.**
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance.**
9. **The Cash Advance must include an overnight stay.**
10. **Cash advances will be deposited into your direct deposit (balance or 999) account.**
11. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance.**

Situations when this function is used: A travel authorization, which includes an overnight stay, must be approved prior to creating a cash advance.

Home Page Tile Navigation: TE tile > Cash Advances > Create/Modify Cash Advance

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify



The **Cash Advance - Add a New Value** page displays in the work area and the Empl ID automatically defaults.



Click the **Add** button.

The **Create Cash Advance** page displays.

Create Cash Advance

Save for Later

Colin Davidson

*Business Purpose

Travel Auth #

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount Currency	Apply Tax
		0.00 USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>			

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the drop-down arrow to choose the **Business Purpose**.

Create Cash Advance

Save for Later

Colin Davidson

*Business Purpose

Travel Auth #

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount Currency	Apply Tax
		0.00 USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>			

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Select the option that most closely identifies the purpose of the trip.

Create Cash Advance

Save for Later

Colin Davidson

*Business Purpose

Conference

Travel Auth #

Date From

Date To

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
		0.00	USD	
<div>Totals</div> <div>Advance Amount 0.00 USD</div>				

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

You can enter a Travel Auth # that coincides with your travel if you know the number, or you can search for available Travel Authorizations #s.

Click the **Look up Travel Auth #**  icon.

The **Look Up Travel Auth #** page displays a list of approved travel authorizations for the employee.

Look Up Travel Auth #

Help

Search by:

Travel Authorization ID

begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100

First

1-2 of 2

Last

Travel Authorization ID	Travel Auth Description
0000005197	Trip to Florida Conference
0000005199	Trip to Albany NY

Select **Travel Authorization ID** link.

The **Create Cash Advance** page displays the Travel Authorization ID and dates of travel are populated from the Travel Authorization.

Create Cash Advance

Save for Later

Colin Davidson

*Business Purpose

Conference

Travel Auth #

0000005197

Date From

12/17/2018

Date To

12/21/2018

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP		0.00	USD	
<div>Totals</div> <div>Advance Amount</div> <div>0.00 USD</div>				

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

NOTE: Cash Advances cannot be requested more than 30 days before the trip!

Select the **Cash Advance - AP** from the Source drop-down list.

Create Cash Advance

Save for Later

Colin Davidson

*Business Purpose

Conference

Travel Auth #

0000005197

Date From

12/17/2018

Date To

12/21/2018

User Defaults

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	0.00	USD	
<div>Totals</div> <div>Advance Amount</div> <div>0.00 USD</div>				

☐

By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Type a brief meaningful explanation in the **Description** field.

Create Cash Advance
Save for Later

Colin Davidson

*Business Purpose Conference
Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018
User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Enter an **Amount** that is less than or equal to the associated travel authorization.

NOTE: You cannot exceed the amount of the travel authorization and the minimum amount you can request is \$200.

Attachments can be added to the cash advance.

Create Cash Advance
Save for Later

Colin Davidson

*Business Purpose Conference
Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018
User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the **Attachments** link or  icon.

The **Cash Advance Attachments** page displays.



Cash Advance Attachments

Help

Advance ID NEXT

Details

Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
View				

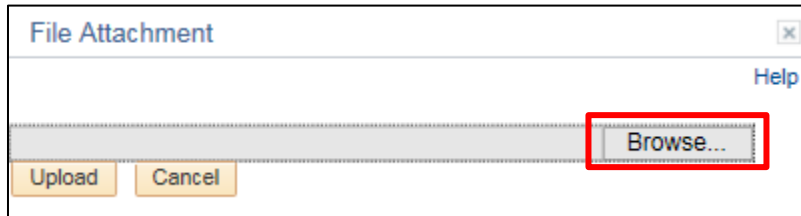
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

Click the **Add Attachment** button.

The **File Attachment** page displays.



File Attachment

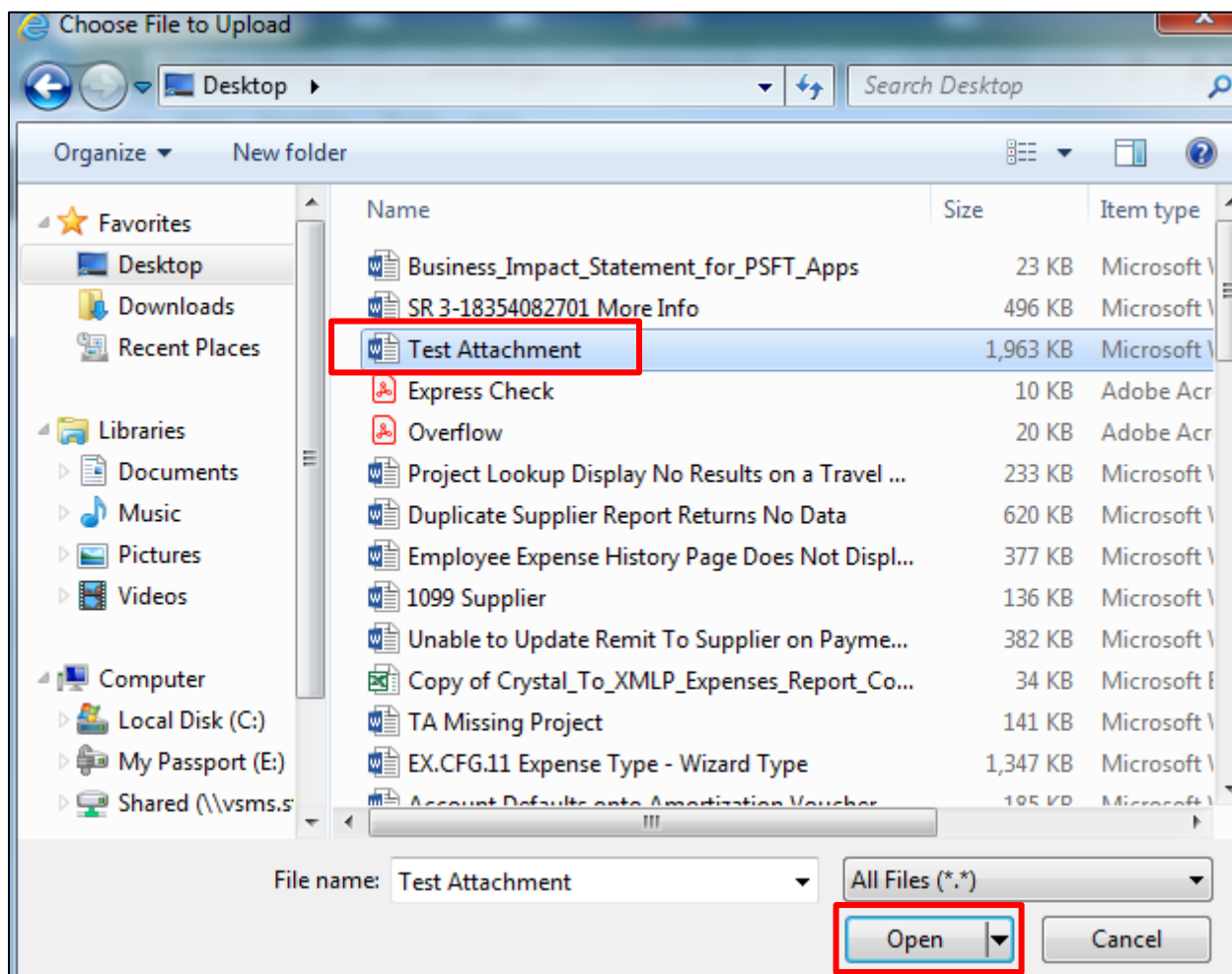
Help

Browse...

Upload Cancel

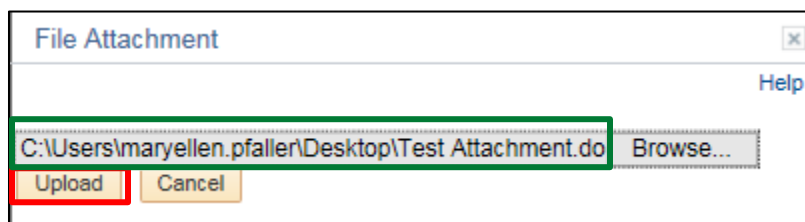
Click the **Browse** button.

The **Choose File to Upload** window opens.



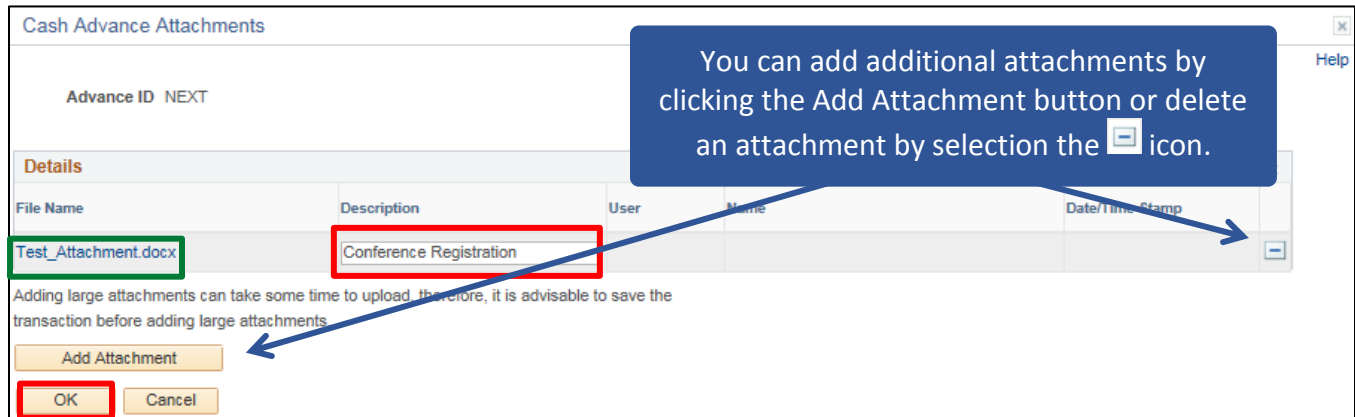
Select the file you want to attach and click the **Open** button.

The **File Attachment** page displays with the file path of the document.



Click the **Upload** button.

The **Cash Advance Attachments** page displays with the File Name as a link to the document.



Cash Advance Attachments

Advance ID NEXT

Details



File Name	Description	User	Name	Date/Time Stamp
Test_Attachment.docx	Conference Registration			

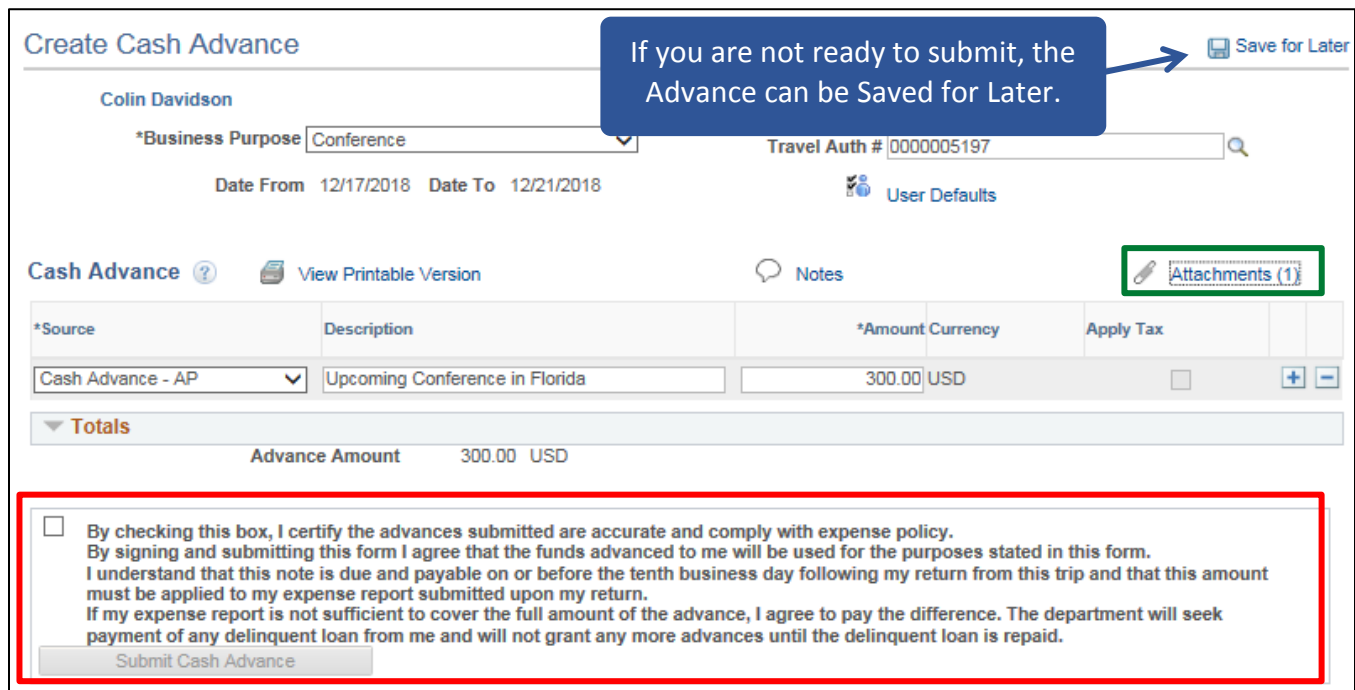
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments

Add Attachment

OK Cancel

Enter an explanation of the attachment in the **Description** field and click the **OK** button.

The Create Cash Advance page displays. The Attachment link and icon are updated. When one or more attachments are included on the transaction, the Attachments link will include (#) where # equals the number of attachments. The icon changes from  to .



Create Cash Advance

Colin Davidson

*Business Purpose Conference Travel Auth # 0000005197

Date From 12/17/2018 Date To 12/21/2018 User Defaults

Cash Advance ? View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	

Totals

Advance Amount 300.00 USD

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

After reading the certification statement, click the **Certification** checkbox certify accuracy and compliance.

Create Cash Advance

[Save for Later](#)

Colin Davidson

*Business Purpose Conference ▼ Travel Auth # 0000005197 🔍

Date From 12/17/2018 Date To 12/21/2018 👤 [User Defaults](#)

Cash Advance ? [View Printable Version](#) 💬 [Notes](#) 📎 [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP ▼	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<div> ▼ Totals </div> <div> <div>Advance Amount</div> <div>300.00 USD</div> </div>				

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.
 By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
 I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
 If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Click the **Submit Cash Advance** button.

The **Create Cash Advance - Submit Confirmation** page displays.

Expense Report Submit Confirm

[Help](#)

[Create Cash Advance](#)

Submit Confirmation

Colin Davidson

Totals		
Advance Amount	300.00	USD

OK
Cancel

Click the **OK** button.

The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval.' The status is updated to 'Submission in Process'. The Report ID is assigned.

View Cash Advance

Colin Davidson

Your cash advance 000000833 has been submitted for approval.

Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Accounting Date 12/11/2018


Report 000000833 Submission in Process





Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/11/2018 Colin Davidson

 [User Defaults](#)

Cash Advance   [View Printable Version](#)  [Notes](#)  [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.
 By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
 I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount
 must be applied to my expense report submitted upon my return.
 If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek
 payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Cash Advance button displays and is enabled. The Approval History section displays the approval path for the cash advance, who submitted the transaction, who it is routed to, the action performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Cash Advance

Colin Davidson

Business Purpose Conference

Date From 12/17/2018 **Date To** 12/21/2018

Accounting Date 12/11/2018

Report 0000000833 Submitted for Approval

Travel Auth # 0000005197

Post State Not Applied

Created 12/11/2018 Colin Davidson

Last Updated 12/11/2018 Colin Davidson

User Defaults

Cash Advance View Printable Version

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida

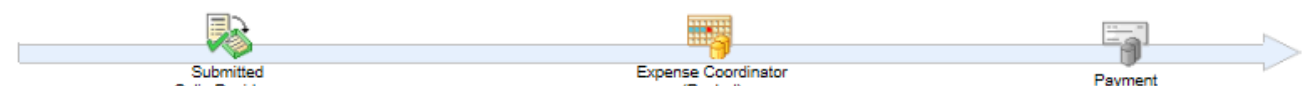
Totals

Advance Amount	
300.00	USD

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submitted On 12/11/2018
Submitted By Colin Davidson

Approval History



Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM

Return to Search Notify

Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

NOTE: The following error message will display when you click the Save for Later link or the Submit Cash Advance button if the cash advance does not meet the established guidelines outlined in Bulletin 3.4. All errors need to be resolved in order for the cash advance to be saved or submitted.

Message

Error (22000,116)

This Cash Advance does meet the established guidelines outlined in Bulletin 3.4 Employee Travel & Expense Policy that allow a travel cash advance to be issued. At least one of the following fields does not meet the required criteria:
- Travel Authorization #: Approved Travel Authorization is required to be associated with a Cash Advance.
- Amount: Cash Advance amount cannot exceed the associated Travel Authorization amount.
- Date From/Date To: Cash Advance must include an overnight stay.

OK

Modify Cash Advance

Situations when this function is used: A cash advance can be modified if it has been saved for later or sent back for revision.

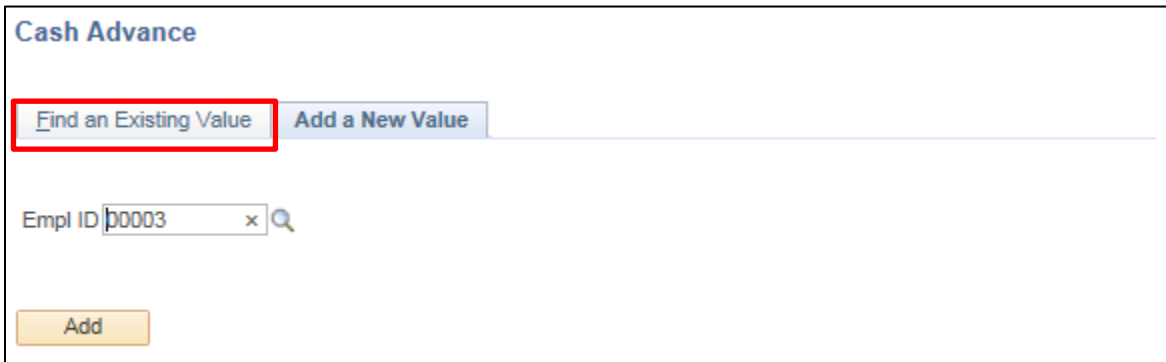
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

Home Page Tile Navigation: TE tile > Cash Advances > Create/Modify Cash Advance

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

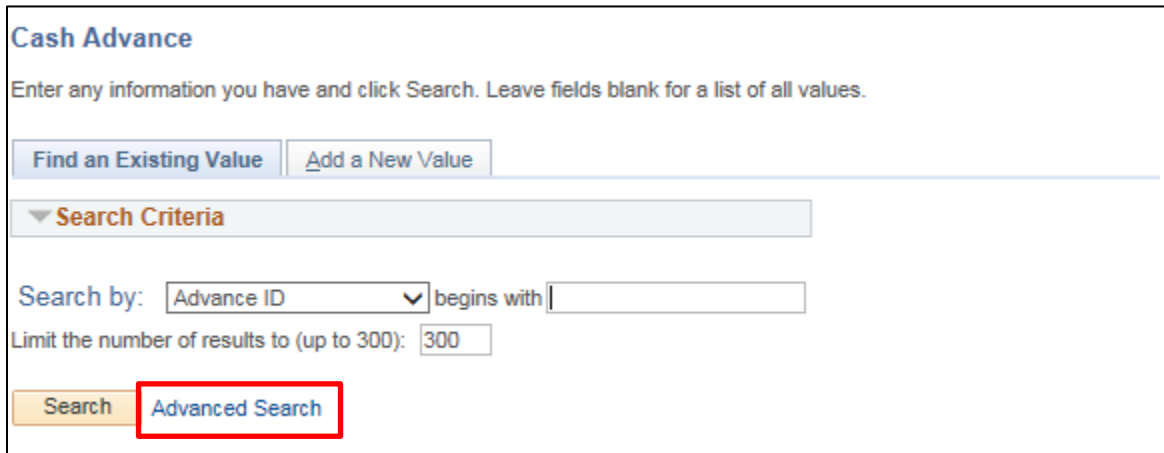


The Cash Advance – Add a New Value page displays in the work area and the Empl ID automatically defaults.



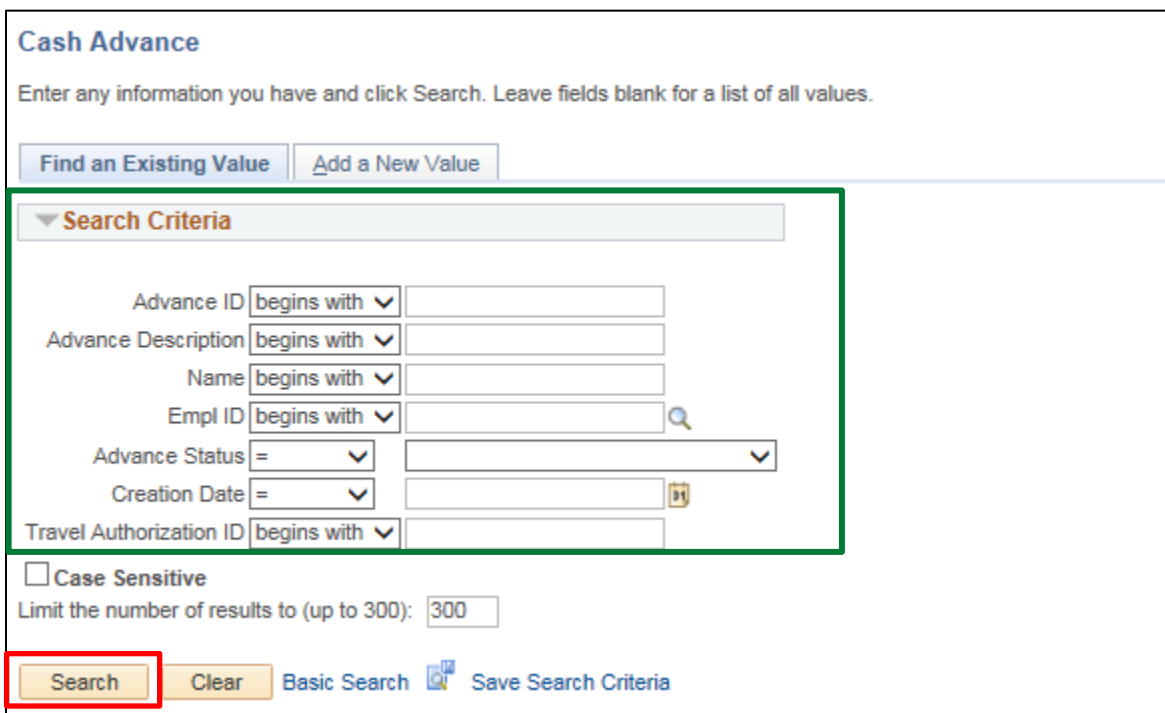
Click the **Find an Existing Value** tab.

The **Cash Advance - Find an Existing Value** page displays.



Click the **Advanced Search** link.

Additional search criteria fields display including the ability to search for a cash advance using the Travel Authorization ID.



Click the **Search** button.

Clicking the Search button will list all cash advances in a pending status or if there is only one, the Modify Cash Advance page will display.

Modify Cash Advance

Save for Later

Colin Davidson

Sent Back For Revision

By: Motor, Mary

Please correct the amount.

*Business Purpose
Conference

Date From 12/17/2018 Date To 12/21/2018

Report 0000000833 Pending

Travel Auth # 0000005197

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Mary Motor

Comments entered by the approver when a cash advance is sent back display at the top of the page.

Cash Advance
View Printable Version

*Source	Description	Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	

Totals

Advance Amount 300.00 USD

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Make any necessary changes, the fields are editable. Once you complete all your changes the cash advance can be save for later or submitted.

After reading the certification statement, click the **Certification** checkbox.

Modify Cash Advance

[Save for Later](#)

Colin Davidson

Sent Back For Revision By: Motor,Mary [Please correct the amount.](#)

*Business Purpose Conference

Date From 12/17/2018 Date To 12/21/2018

Report 0000000833 Pending

Travel Auth # 0000005197

Created 12/11/2018 Colin Davidson

Last Updated 12/12/2018 Mary Motor

User Defaults

Cash Advance [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance

Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	

Click the **Submit Cash Advance** button.

The **Create Cash Advance - Submit Confirmation** page displays.

Expense Report Submit Confirm

[Help](#)

Create Cash Advance

Submit Confirmation

Colin Davidson

Totals	
Advance Amount	300.00 USD

OK

Cancel

Click the **OK** button.

The **View Cash Advance** page displays with the message 'Your cash advance (CA ID) has been submitted for approval. The status is updated to 'Submission in Process'.

View Cash Advance

Colin Davidson

Your cash advance 0000000833 has been submitted for approval.

Sent Back For Revision
By: Motor,Mary

Please correct the amount!

Business Purpose
Conference

Date From
12/17/2018
Date To
12/21/2018

Accounting Date
12/12/2018

Report
0000000833
Submission in Process

Travel Auth #
0000005197

Post State
Not Applied

Created
12/11/2018
Colin Davidson

Last Updated
12/12/2018
Colin Davidson

User Defaults

Cash Advance
View Printable Version
Notes
Attachments (1)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		300.00	USD	

☒
By checking this box, I certify the advances submitted are accurate and comply with expense policy.
By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submit Cash Advance
Submitted On 12/11/2018
Submitted By Colin Davidson

Refresh Approval Status

Return to Search
Notify

Click the **Refresh Approval Status** button.

The cash advance has been routed and is waiting for Expense Coordinator approval. The Withdraw Travel Authorization button displays and is enabled. The Approval History section displays the approval path for the cash advance, who it is routed to, any actions performed and the date/time when the action occurred. The status is updated to 'Submitted for Approval'.

View Cash Advance

Colin Davidson

Business Purpose: Conference

Date From: 12/17/2018 Date To: 12/21/2018

Accounting Date: 12/12/2018

Report: 0000000833 Submitted for Approval

Travel Auth #: 0000005197

Post State: Not Applied

Created: 12/11/2018 Colin Davidson

Last Updated: 12/12/2018 Colin Davidson

[User Defaults](#)

Cash Advance [View Printable Version](#)

*Source	Description
Cash Advance - AP	Upcoming Conference in Florida

Totals

Advance Amount: 300.00 USD

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Submitted On: 12/11/2018
Submitted By: Colin Davidson

Approval History

Submitted Colin Davidson → Expense Coordinator (Pooled) → Payment

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	

[Return to Search](#) [Notify](#)

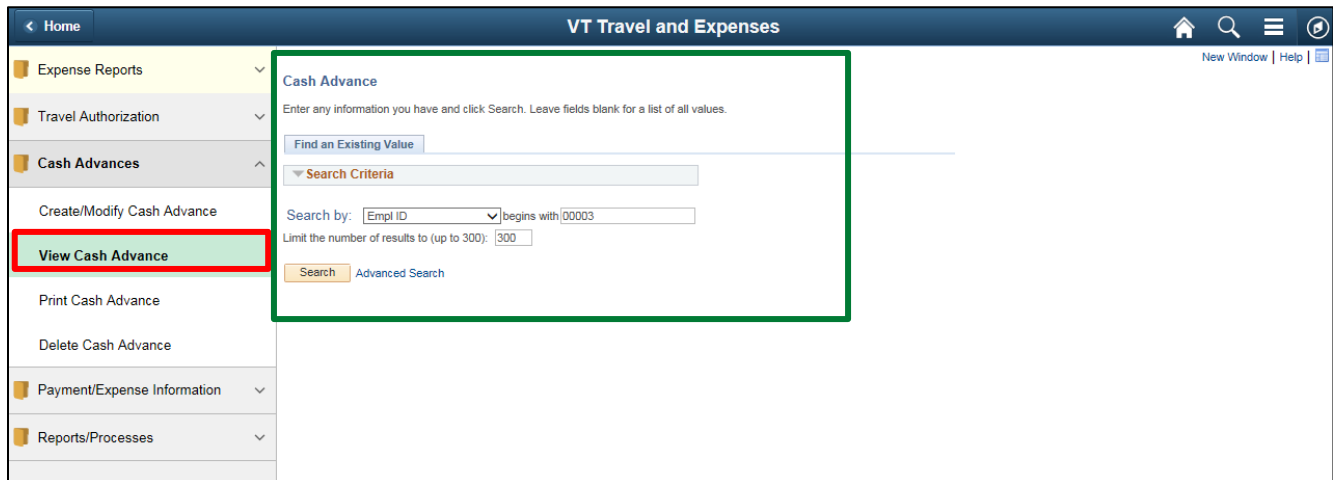
Select the Withdraw Cash Advance button if you need to make changes to a submitted cash advance. The transaction is removed from the approver's worklist and can be modified. The status is updated to pending.

View Cash Advances

Situations when this function is used: Cash advances are available to view in the system and it may not be necessary to print.

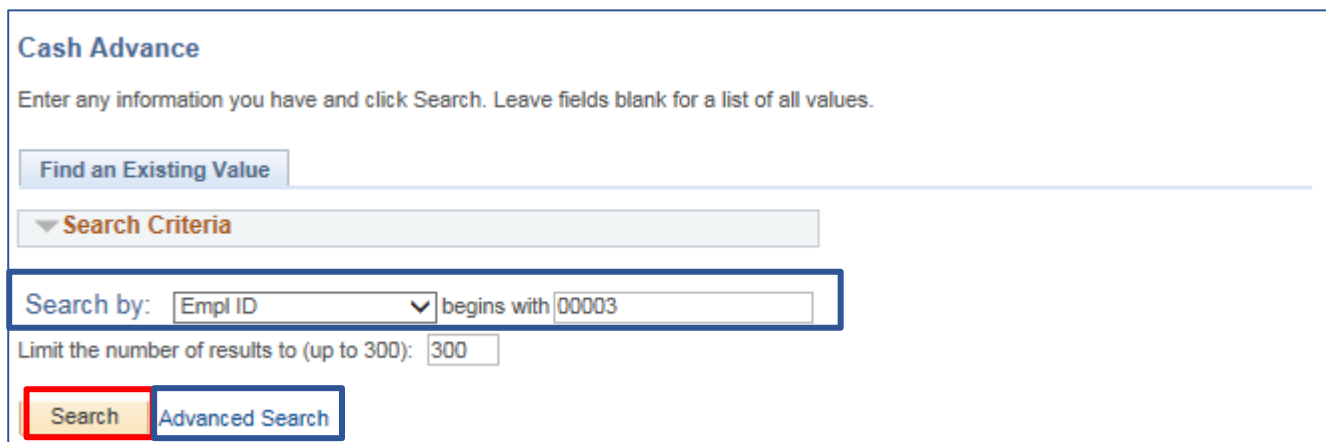
Home Page Tile Navigation: TE tile > Cash Advances > View Cash Advance

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > View



The screenshot shows the 'VT Travel and Expenses' interface. On the left sidebar, the 'View Cash Advance' option is highlighted with a red box. In the main content area, the 'Cash Advance' search section is highlighted with a green box. This section includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, a 'Search by' field set to 'Empl ID' with a 'begins with' filter set to '00003', a 'Limit the number of results to (up to 300):' field set to '300', and 'Search' and 'Advanced Search' buttons.

The **View Cash Advance** search page displays in the work area and the Empl ID automatically defaults.



This is a close-up of the 'Cash Advance' search form. It features a 'Find an Existing Value' button, a 'Search Criteria' dropdown, a 'Search by' field set to 'Empl ID' with a 'begins with' filter set to '00003', a 'Limit the number of results to (up to 300):' field set to '300', and 'Search' and 'Advanced Search' buttons. The 'Search' button is highlighted with a red box.

NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the Advance ID you want to view you can update the Search By option to Advance ID and then enter the number into the Advance ID field. You can also search for the advance using the Travel Authorization ID associated with the cash advance.

To view all Cash Advances, click the **Search** button.

A list of cash advances display in the search results.

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: Empl ID begins with 00003 ×

Limit the number of results to (up to 300): 300

[Search](#) [Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Empl ID	Advance ID	Advance Description	Name	Advance Status	Creation Date	Travel Authorization ID
00003	0000000834 (blank)		Davidson, Colin	Pending	12/11/2018	0000005199
00003	0000000833 (blank)		Davidson, Colin	Pending	12/11/2018	0000005197

Select the **Empl ID** link for the cash advance you would like to view.

The **View Cash Advance** page displays. All fields will be grayed out when viewing a cash advance.

View Cash Advance

Colin Davidson

Business Purpose

Conference

Report

0000000833

Pending

Date From

12/17/2018

Date To

12/21/2018

Travel Auth #

0000005197

Accounting Date

12/12/2018

Post State

Not Applied

Created


12/11/2018

Colin Davidson

Last Updated


12/12/2018


Colin Davidson



[User Defaults](#)

Cash Advance

?

 View Printable Version

 Notes



 Attachments (1)


*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Upcoming Conference in Florida	300.00	USD	<input type="checkbox"/>
<div>Totals</div> <div> <div>Advance Amount</div> <div>300.00</div> <div>USD</div> </div>				


☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy. By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.


Submit Cash Advance


Approval History

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	12/11/2018 6:39:48PM	
Expense Coordinator	Motor, Mary	Reassigned	12/12/2018 9:03:10AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	12/12/2018 9:05:44AM	
Employee	Davidson, Colin	Resubmitted	12/12/2018 9:20:46AM	
Employee	Davidson, Colin	Withdrawn	12/12/2018 9:26:14AM	

 Return to Search

 Previous in List

 Next in List

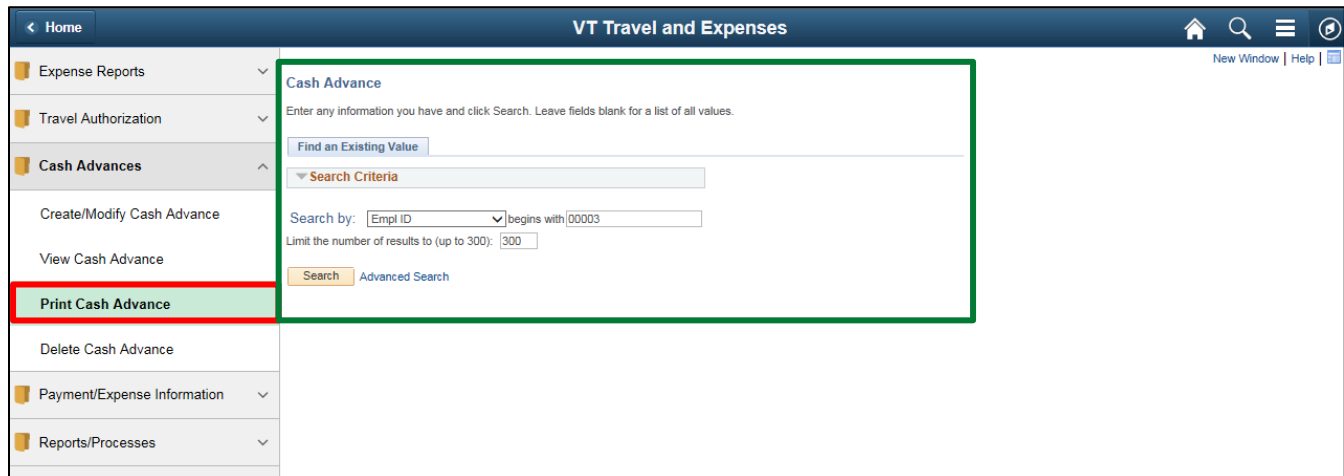
 Notify

Print a Cash Advance

Situations when this function is used: A cash advance might need to be printed.

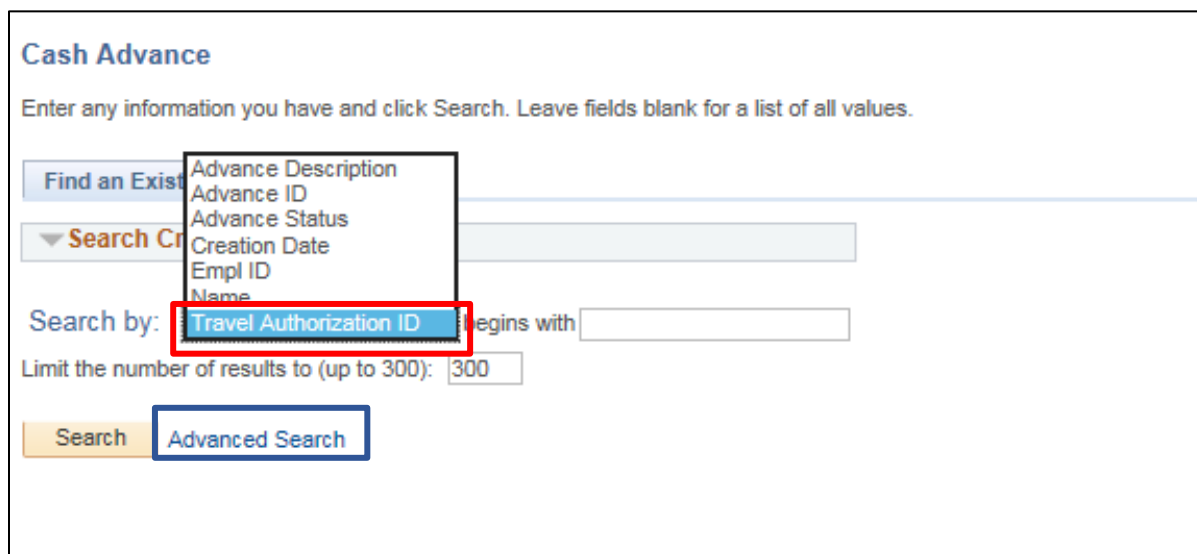
Home Page Tile Navigation: TE tile > Cash Advances > Print Cash Advance

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Print



The screenshot shows the 'VT Travel and Expenses' application interface. On the left sidebar, under the 'Cash Advances' section, the 'Print Cash Advance' option is highlighted with a red box. The main content area displays the 'Cash Advance' search page, which includes a search criteria dropdown, a search by field (currently set to 'Empl ID'), and a search button. A green box highlights the search area.

The **Print Travel Authorization** search page displays in the work area and the Empl ID automatically defaults.



The screenshot shows the 'Cash Advance' search page. The search criteria dropdown is open, and the 'Travel Authorization ID' option is selected and highlighted with a red box. The search by field is set to 'Empl ID', and the search button is visible. A blue box highlights the search area.

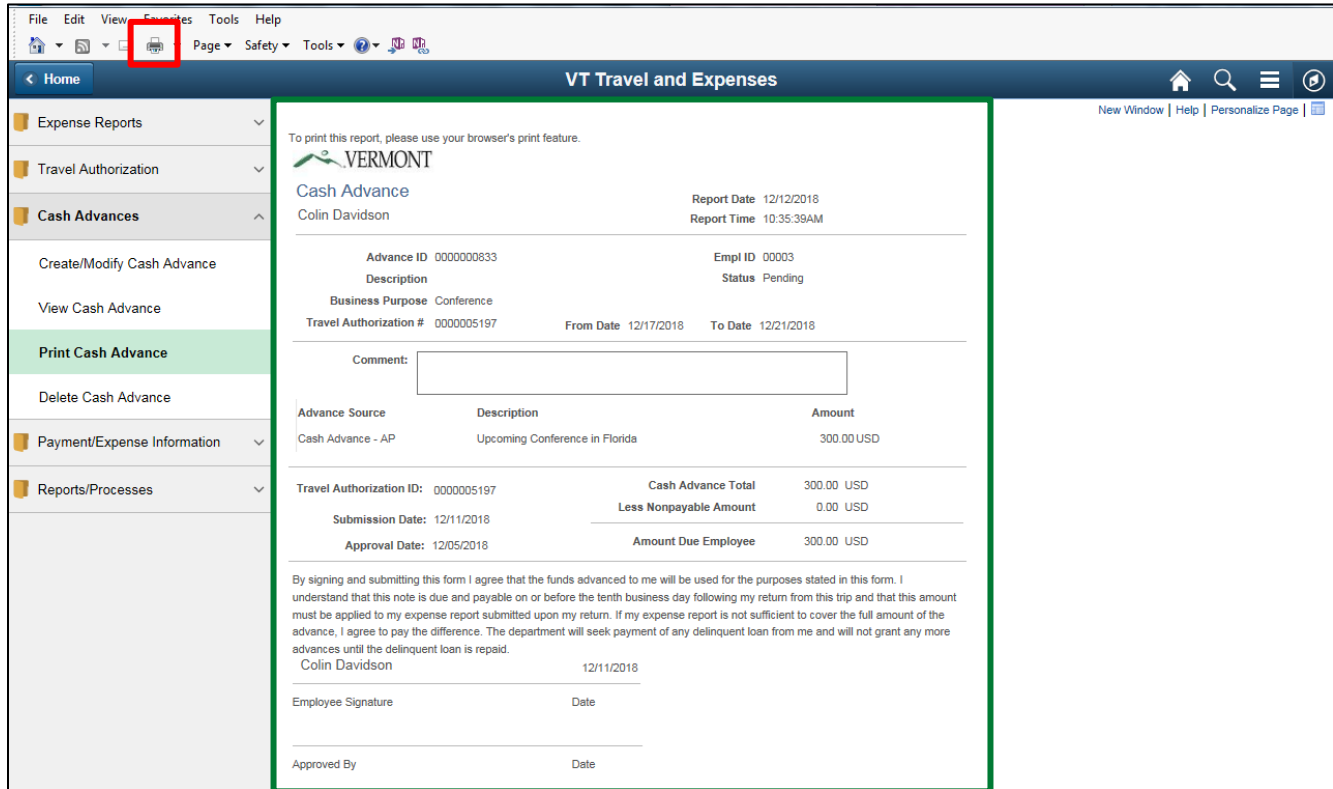
NOTE: The system will return a maximum of 300 rows. If you have more than that amount, narrow the search results by selecting the **Advanced Search** link and adding additional criteria. If you know the **Advance ID** you want to view you can update the **Search By** option to **Advance ID** and then enter the number into the **Advance ID** field. You can also search for the advance using the **Travel Authorization ID** associated with the cash advance.

Select **Travel Authorization ID** in the Search By drop-down list.

Cash Advance
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Value](#)
▼ Search Criteria
Search by: Travel Authorization ID ▼ begins with 0000005197
Limit the number of results to (up to 300): 300
[Search](#) [Advanced Search](#)

Enter the **Travel Authorization ID** linked to the advance you want to print.

A printable version of the cash advance displays.



File Edit View **Print** Favorites Tools Help

Page Safety Tools

< Home VT Travel and Expenses New Window | Help | Personalize Page

Expense Reports

Travel Authorization

Cash Advances

Create/Modify Cash Advance

View Cash Advance

Print Cash Advance

Delete Cash Advance

Payment/Expense Information

Reports/Processes

To print this report, please use your browser's print feature.

VERMONT

Cash Advance

Colin Davidson

Report Date 12/12/2018
Report Time 10:35:39AM

Advance ID 0000000833 Empl ID 00003
Description Status Pending
Business Purpose Conference
Travel Authorization # 0000005197 From Date 12/17/2018 To Date 12/21/2018

Comment:

Advance Source	Description	Amount
Cash Advance - AP	Upcoming Conference in Florida	300.00 USD

Travel Authorization ID: 0000005197

Cash Advance Total 300.00 USD
Less Nonpayable Amount 0.00 USD
Amount Due Employee 300.00 USD

Submission Date: 12/11/2018
Approval Date: 12/05/2018

By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

Colin Davidson 12/11/2018

Employee Signature Date

Approved By Date

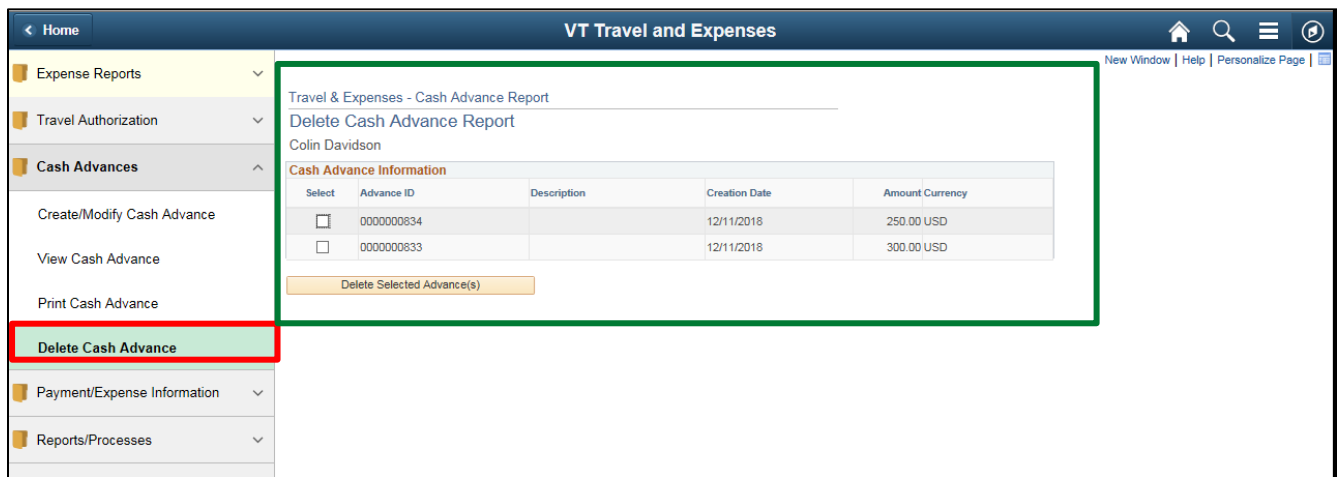
Follow the instructions you currently use to print from your browser.

Delete a Cash Advance

Situations when this function is used: Cash advances might need to be deleted when it is a duplicate or is no longer needed. Cash advances can only be deleted when they are in a pending status. If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending

Home Page Tile Navigation: TE tile > Cash Advances > Delete Cash Advance

Navigator Menu Navigation: Navigator > Employee Self-Service > Travel and Expenses > Cash Advances > Delete



VT Travel and Expenses

Travel & Expenses - Cash Advance Report

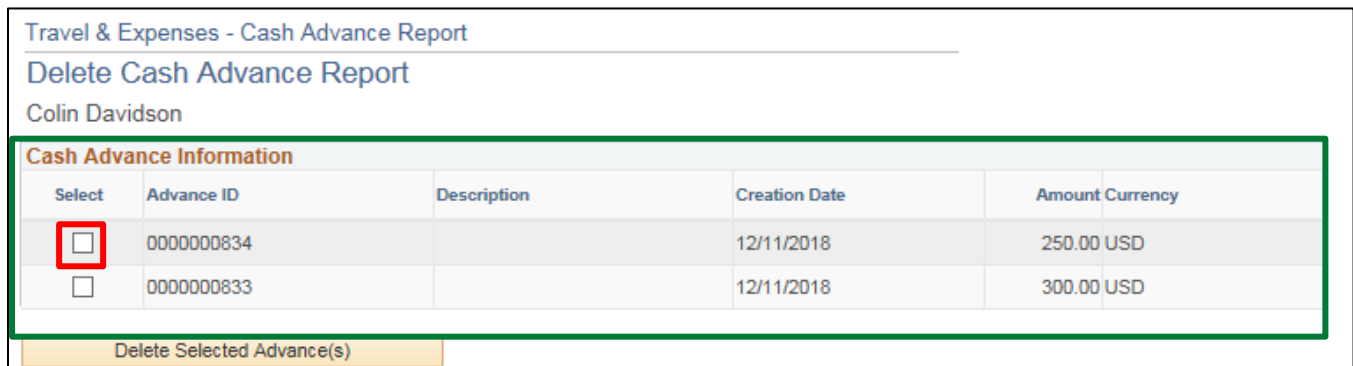
Delete Cash Advance Report

Colin Davidson

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

The **Delete Cash Advance Report** page displays in the work area. Any Cash Advance that is in a pending status will show up available to delete.



Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

Colin Davidson

Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

If the cash advance you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the cash advance you want to delete, by clicking the **Select** checkbox. You can delete multiple advances by selecting multiple checkboxes.

Travel & Expenses - Cash Advance Report
Delete Cash Advance Report
Colin Davidson


Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000834		12/11/2018	250.00	USD
<input type="checkbox"/>	0000000833		12/11/2018	300.00	USD

Delete Selected Advance(s)

Click the **Delete Selected Advance(s)** button.

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted.

Travel & Expenses - Cash Advance Report
Delete Confirmation
Colin Davidson


The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The **Delete Cash Advance Report** page displays.

Travel and Expense
Delete a Travel Authorization
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted cash advance no longer displays and will not be available to view, modify, or print.